

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ANDREO P. VILLOCINO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

Reviewed by:

ANDREO P. VILLOCINO  
Name of Staff

BERTA C. RATILLA  
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

EDGARDO E. TULIN  
President

**“Exhibit B”**

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANDREO P. VILLOCINO**, of the Dept. of Agronomy commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2016 to June 30, 2016.

ANDREO P. VILLOCINO

Ratee

**Approved:**

**BERTA C. RÀTILLA**

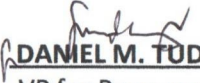
Head, Dept. of Agronomy

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.89
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.89
ADJECTIVAL RATING		

Comments & Recommendations  
for Development Purpose:

Received by:

  
DANIEL M. TODTUD, Jr.  
VP for Resource Gen. and  
Planning


Date: \_\_\_\_\_

Calibrated by:

  
REMBERTO A. PATINDOL  
PMT


Date: \_\_\_\_\_

Recommending Approval:

  
BEATRIZ S. BELONIAS  
Vice President

Date: \_\_\_\_\_

Approved by:

  
EDGARDO E. TULIN  
President

Date: \_\_\_\_\_

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: \_\_\_\_\_

Name of Staff: Andrew P VillacinoPosition: Admin Aide III

**Instruction to supervisor:** Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1	
2. Makes self-available to clients even beyond official time.	(5)	4	3	2	1	
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	(4)	3	2	1	
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
5. Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks.	(5)	4	3	2	1	
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	(4)	3	2	1	
7. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
8. Suggests new ways to further improve her work and the services of the office to its clients.	(5)	4	3	2	1	