

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Francisco M. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	x 70%	3.500
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	x 30%	1.482
TOTAL NUMERICAL RATING			4.982

TOTAL NUMERICAL RATING: 4.98


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:



FRANCISCO M. VALENZONA
Admin Aide



CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:



VICTOR B. ASIO
CAFS, Dean

Approved:



BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FRANCISCO M. VALENZONA, of the Department of Development Communication commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2018.



FRANCISCO M. VALENZONA

Ratee



Approved: **CHRISTINA A. GABRILLO**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPI MFO 6: General Administration and Support Services									
General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	UTILITY/MESSENGERIAL SERVICES/ERRANDS	300	800	5.0	5.0	5.0	5.0	
	Number of academic lecture/laboratory rooms maintained	DAILY CLEANING AND MAINTENANCE	5.00	11.00	5.0	5.0	5.0	5.0	
	Area of lawn maintained (sq.m, approx.)	LAWN MOWER		11.00	5.0	5.0	5.0	5.0	
	Number of faculty rooms cleaned daily	DAILY CLEANING AND MAINTENANCE		10.00	5.0	5.0	5.0	5.0	
	Zero percent complaint from clients served	GOOD RAPPORT TO CLIENTS	0.00	0.00	5.0	5.0	5.0	5.0	
Total Over-all Rating					25.00				

Average Rating (Total Over-all rating divided by 4)		25.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Good Job!

Evaluated & Rated by:



CHRISTINA A. GABRILLO
Dept/Unit Head

Date: _____

Recommending Approval:



VICTOR B. ASIO
Dean/Director

Date: _____

Approved by:



BEATRIZ S. BELONIAS
Vice President

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Francisco M. Valenzona Position: 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
9	Accepts additional tasks assigned by the head or by higher offices even if	5	4	3	2	1

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2015
Name of Staff: Francis M. Valenzuela Position: Admin Aide III


Instruction to supervisor: Please evaluate the effectiveness of your subordinates in contributing towards attainment of the following targets of your department/office/center/college/school using the scale below. Circle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance 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 supervisor)		Scale			
1. Demonstrates sensitivity to client's needs and makes the client's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Always available to clients even beyond official time.	5	4	3	2	1
3. Secures urgent non-routine reports required by higher offices/agencies such as CHED, DOST, LRRD, PASAD and other regulatory agencies within specified time or rendering overtime work even without overtime pay.	5	4	3	2	1
4. Approves a signed report as timely at end of the office hours and delivers outputs within the prescribed time.	5	4	3	2	1
5. Controls himself/herself to keep out of the affairs of his/her colleague assisting co-employees who have to perform an assigned task.	5	4	3	2	1
6. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
7. Performs his/her assigned task with up to date skills and knowledge.					
8. Performs his/her assigned task with up to date skills and knowledge.					
9. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
10. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
11. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
12. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
13. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
14. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
15. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
16. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
17. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
18. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
19. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1
20. Performs his/her assigned task with up to date skills and knowledge.	5	4	3	2	1

the assignment is not related to his position but critical towards the attainment of the functions of the university					
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	59				
Average Score	4.9				

Overall recommendation : OUTSTANDING


CHRISTINA A. GABRILLO
Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FRANCISCO M. VALENZONA

Performance Rating: Outstanding

Aim: To maintain the office documents delivered and followed up/errands made, academic lecture/laboratory rooms, faculty rooms cleaned daily, etc.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: December 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved service and work values.

Date: January 2018

Target Date: December 2018

Next Step: Learn from previous experiences in the service delivery.

Outcome: Efficient delivery of support services at DDC.

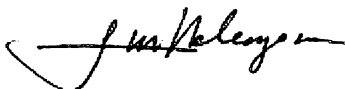
Final Step/Recommendation: Keep it up.

Prepared by:



CHRISTINA A. GABRILLO
DDC Head

Conforme:



FRANCISCO M. VALENZONA
Ratee Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FRANCISCO M. VALENZUELA
Performance Rating: Outstanding

Aim: To maintain the office documents delivered and followed up/attends needs, academic lecture/laboratory rooms, faculty rooms clean, tidy, etc.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: December 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved service and work values.

Date: January 2018 Target Date: December 2018

Next Step: Learn from previous experiences in the service delivery.

Outcome: Efficient delivery of support services at DDC.

Final Step/Recommendation: Keep it up.

Prepared by:

FRANCISCO M. VALENZUELA
DDC Head

Signature:

FRANCISCO M. VALENZUELA
Rating Faculty Staff