

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January-June 2020)

Name of Administrative Staff: **BONIFACIO E. CASTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.2	4.2 x 70%	2.94
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	3.911	3.911 x 30%	1.173
<u>TOTAL NUMERICAL RATING</u>			4.20

TOTAL NUMERICAL RATING: **4.20**

Add: Additional Approved Points, if any:


FINAL RATING **4.20**

ADJECTIVAL RATING **VERY SATISFACTORY**


Prepared by:


BONIFACIO E. CASTILLO
Name of Staff

Reviewed by:


JOEL Q. MABALHIN
Department/Office Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Beatriz

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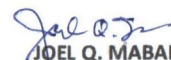
"Exhibit B"

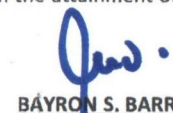
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BONIFACIO E. CASTILLO, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January 1, 2021 to June 30, 2021.


BONIFACIO E. CASTILLO
 Administrative Aide III
 Date: December 22, 2020

Approved:


JOEL Q. MABALHIN
 Department Head
 Date:


BAYRON S. BARREDO
 College Dean
 Date

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments as of July-Dec. 2020	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from clients served	Clients served	100% no complaint	100% no complaint	5	4	4	4.33	
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed within the day of receipt	90%	100 %	4	4	4	4.0	
Janitorial Services	Number of offices, classrooms, comfort rooms, grounds cleaned, mowed and maintained its surroundings regularly	Cleaned offices, classrooms, comfort rooms cleaned and mowed grounds	13 offices, 5 classrooms 3 comfort rooms and surroundings regularly	13 offices, 5 classrooms, 3 comfort rooms and maintained its surroundings regularly	4	4	4	4.00	
Other Services	For AACUP Biological Science/Physical Sciences Level 1 Accreditation	Assisted in the collection of Biological Science/Physical Sciences Level 1 Accreditation	95%	100 %	5	4	4	4.33	

	Percentage in risographing IMs, syllabus, course outlines, midterm and final examination	Risographed IMs, syllabus, course outlines and examinations as requested	90%	100%	5	4	4	4.33	
Total Over-all Rating					4.6	4.0	4.0	4.2	

Average Rating (Total Over-all Rating divided by 4)		4.2
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.2
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

Your skills are very much appreciated for the operation of the department.

Evaluated & Rated by:

Joel Q. Mabalin
JOEL Q. MABALIN
 Dept/Unit Head

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Date: _____

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

Recommending Approval:

Bayron S. Barredo
BAYRON S. BARREDO, Ph.D.
 Dean/Director

Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS, Ph.D.
 Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020^m

Name of Staff: BONIFACIO E. CASTILLO

Position: Administrative 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 the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
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		3.91				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		3.91				

Overall recommendation : _____


BAYRON S. BARREDO
 College Dean

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : BONIFACIO E. CASTILLO

Performance Rating : VERY SATISFACTORY

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DTE surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020

Target Date: March 2020

First Step:

Monitor Mr. Castillo's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DTE cleanliness were maintained.

Date: April 2020

Target Date: June 2020

Next Step:

One-on-one meeting with Mr. Castillo

Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DTE surroundings has improved.

Final Step/Recommendation:

Required Mr. Castillo to closely monitor processing of documents for smooth operation of office transactions.

Conforme:  BONIFACIO E. CASTILLO

Admin. Aide III

Prepared by:  JOEL Q. MABALHIN

Unit Head