



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Jerry B. Posas

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.73</u>	70%	<u>3.31</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.75</u>	30%	<u>1.42</u>
TOTAL NUMERICAL RATING			<u>4.73</u>

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Jerry B. Posas
Name of Staff

Reviewed by:

Othello B. Capuno
Department/Office Head

Recommending Approval:

Jose L. Bacusmo
Dean/Director

Approved:

Othello B. Capuno
Vice President

JERRY B. POSAS

Ratee

Approved:

OTHELLO B. CAPUNO

Head of Unit

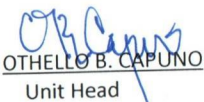
[illegible]

Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.73
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

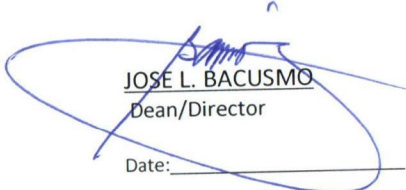
Very Efficient Worker!!!
Keep it up.

Evaluated and Rated by:


OTHELLO B. CAPUNO
Unit Head


Date: _____

Recommending Approval:


JOSE L. BACUSMO
Dean/Director

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President, R & E

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Jerry B. Posas

Position: Adm. 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		57 ÷ 12 = 4.75				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)						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										

Overall recommendation : _____


OTHELLO B. CAPUNO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jerry B. Posas
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. To deliver and follow-up documents/papers effectively.
2. To attend a training on values orientation workshop.

Result:

- 1 Systematic recording of documents delivered and achieved.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Assist the incharge in the over-all activity of the office as support staff and work overtime if necessary.

Outcome: Efficient office operations.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

JERRY B. POSAS
Name of Ratee Faculty/Staff