

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

NAME OF ADMINISTRATIVE STAFF: **EDWIN V. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.03	70%	2.821
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.473
TOTAL NUMERICAL RATING			4.290

TOTAL NUMERICAL RATING: **4.290**

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: **4.290**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

EDWIN V. BAGARINAO
Name of Staff

Reviewed by:

FELICIANO G. SINON
Department/Office Head

Recommending Approval:

FELICIANO G. SINON
Director

Approved:

OTHELLO B. CAPUNO
Vice- President

Bagarinas

Ave. Rating (Total Over-all rating)		4.03
Additional Points:		
Punctuality	-	
Approved Additional points	-	
(with copy of approval)		
FINAL RATING		4.03
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendation for Development Purpose:
Good job. Your consistent hard work and productivity contributed much to the office functions.

Evaluated & Rated by:

Recommending Approval:

Approved by:



FELICIANO G. SINON
Director, NARC



FELICIANO G. SINON
Director, NARC



OTHELLO B. CAPUNO
OVPRE

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 to June 30, 2018**

Name of Staff: **EDWIN V. BAGARINAO**

Position: **ADMIN AIDE 1**

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		59				

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					4.91

Overall recommendation : OUTSTANDING


FELICIANO G. SINON
 Name of Head/Director

Exhibit I

PERFORMANCE MONITORING

Name of Employee: **EDWIN V. BAGARINAO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
No. of abaca power stripper, plant shredder, twisting and twining machines fabricated (metal and steel works)								
1	No. of machining of bushings	30	Jan. 1, 2018	Feb. 28, 2018	32	Impressive	VS	Good job. Your consisted, hard work and productivity contributed much to the office functions
2	No. of machining of shaftings	30	Jan. 1, 2018	Feb. 28, 2018	31	Impressive	VS	
3	No. of threading of shaft for adjuster	30	Jan. 1, 2018	Feb. 28, 2018	30	Impressive	VS	
4	No. of machining and fitting of pulleys	30	Jan. 1, 2018	Feb. 28, 2018	30	Impressive	VS	
5	No. of drilling of holes	20	Mar. 1, 2018	Apr 30, 2018	25	Impressive	VS	
6	No. of cutting of angle bars	50	Mar. 1, 2018	Apr 30, 2018	55	Very Impressive	O	
7	No. of cutting and folding of GI pipe	50	Mar. 1, 2018	Apr 30, 2018	55	Impressive	VS	
8.	No. of cutting of steel plate	70	Mar. 1, 2018	Apr 30, 2018	70	Impressive	VS	

9	No. grinding of parts	15	Mar. 1, 2018	Apr 30, 2018	20	Impressive	VS	
10	No. of welding	15	May 1, 2018	June 30, 2018	20	Impressive	VS	
11	No. of assembling of parts	30	May 1, 2018	June 30, 2018	32	Impressive	VS	
12	No. of painting	30	May 1, 2018	June 30, 2018	35	Impressive	VS	
13	No. of machine testing	5	May 1, 2018	June 30, 2018	6	Impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


FELICIANO G. SINON
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDWIN B. BAGARINAO**
Performance Rating: **VERY SATISFACTORY**

Signature: 

Aim: To produce/fabricate postharvest processing equipment for abaca

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

- Cutting of shafting, angle bars and flat bars
- Machining of bushings, shaftings, and steel plate
- Welding and assembling of parts

Result:

- Machine parts and components effectively prepared
- Operational and working machine units.

Date: July 1, 2018

Target Date: December 31, 2018

Next Step:

- Assist project leader in machine testing and operation.

Outcome: comprehensive data on machine evaluation

Final Step/Recommendation:

Recommended for skills training on machine shaping.

Prepared by:


FELICIANO G. SINON
Unit Head