



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RAUL ANTHONY S. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


RAUL ANTHONY S. VALENZONA
Name of Staff


Reviewed by:


ELVIRA L. OCLARIT
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAUL ANTHONY S. VALENZONA**, of the **DEPARTMENT OF PEST MANAGEMENT** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **October 17, 2022** to **December 31, 2022**.

RAUL ANTHONY S. VALENZONA

Ratee
Date: 1/17/23

Approved:

ELVIRA L. OCLARIT
Head of Unit
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	# of course materials typed	Encoded/typed/ printed examinations/test materials	2	4	5	5	5	5.0	
	# of Travel Order, Application for Leave/monetization prepared	Prepared Travel Orders (TOs), Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Leave monetization	2	2	5	4	5	4.67	
	# of copies of memos of meetings, webinars. Etc. printed/routed for faculty and staff	printed and distributed memos of the meetings/webinars for faculty and staff.	2	5	5	4	5	4.67	
	# of documents prepared and Processed	Prepared petty cash/travel replenishments/liquidations, Repair and Maintenance request	10	15	5	4	5	4.67	
	# of documents photocopied, sorted and filed	Photocopied/reproduced documents and other test materials	300	400	5	4	5	4.67	
	# of Exams assisted	Act as proctor to exams conducted by the faculty	2	5	5	5	5	5.0	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's	100%	100%	5	5	5	5.0	

		office to entertain students, clients, customers, & etc.							
Total Over- all Rating								33.68	

Average Rating (Total Over-all rating divided by 4)		4.81
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.86
ADJECTIVAL RATING		OUTSTANDING

*Attend more trainings
and seminars on
frontlines and excellent
customer service*

Evaluated & Rated by:

Elvira L. Oclarit

ELVIRA L. OCLARIT

Dept/Unit Head

Date: _____

Recommending Approval:

Victor B. Asio

VICTOR B. ASIO

Dean/Director

Date: _____

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: October 17 2022 – December 31, 2022

Name of Staff: RAUL ANTHONY S. 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 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						

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		59				
Average Score		4.92				

Overall recommendation :



ELVIRA L. OCLARIT

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RAUL ANTHONY S. VALENZONA

Performance Rating: OUTSTANDING

Aim: _____

Proposed Interventions to Improve Performance:

Date: November 2022

Target Date: Nov. – Dec. 2022

First Step: Attend a seminar on “Frontliner and Excellent Customer Service”

Result: zero complaint on frontline customer service

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

Attend more trainings.

Prepared by:


ELVIRA L. OCLARIT
Unit Head

Conforme:

 1/14/23
RAUL ANTHONY S. VALENZONA
Name of Ratee Faculty/Staff