

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approve Point, if any:

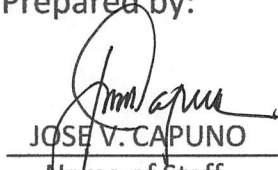
TOTAL NUMERICAL RATING

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


JOSE V. CAPUNO

Name of Staff

Reviewed by:


MARY JEAN M. SAPAN

Department/Office Head

Recommending Approval:


ALEM A. VILLOCINO

College Dean

Approved:


BEATRIZ S. BELONIAS

Vice President for Instruction

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex 9

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCA	4.51	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.73

Add. Additional Approve Point, if any:

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: OUTSTANDING

Reviewed by:

Prepared by:

MARY KAN M. SARAN
Department Office Head

JOSE V. CAPUNO
Name of Staff

Recommending Approval:

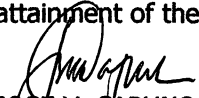
ALEJ A. VILLOINO
College Dean

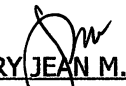
Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Jose V. Capuno, Administrative Aide I of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018


JOSE V. CAPUNO
Ratee


MARY JEAN M. SAPAN
Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	No. of sections/class/faculty issued athletic supplies within the day	Issued athletic supplies to PE students/section/ class/day	sections for 1000 students issued athletic supplies for PE instructios within the day	52 sections for 1530 students issued athletic supplies for PE instructios within the day	5	4	4	4.33	
	Percentage of athletic supplies released and retrieved in every class/sections per instructor	Issued athletic supplies to PE students/section/ class/day	95%	100%	5	4	4	4.33	
Janitorial Services	Number of offices cleaned and maintained	Cleaned offices, classrooms, Physical Conditioning Room, lobby & surroundings	14 offices, PCR,lobby and surroundings	14 offices, PCR,lobby and surroundings	5	4	4	4.33	
	Number of sports facilities prepared/laid-out for instructions use	Prepared/laid outs sports facilities for instructions use	5	8	5	5	4.5	4.83	
	Number of athletic supplies/equipment/transported from stockroom to venue and back of classes held.	Transported and upkeep of athletics supplies and equipment	50	60	5	5	5	5	

	Number of sports facilities prepared/laid-out for the 2018 University Goodwill Games	Prepared/laid outs sports facilities	5	5	5	5	4.5	4.83	
	Number of instructional supplies/equipment/transported from stockroom to athletic venues for University Anniversary Goodwill Games 2018	Transported and upkept of athletics supplies and equipment	40	50	5	5	5	5	
Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room clients	300	400	5	4.5	4	4.67	
Other Services	Number of rackets regutted	Regutting served	160	194	4.5	4	4	4.17	
	Percentage of risographing Ims, course outlines, handouts, midterm and final examinations risographedwithin specified time/period	Risographed Ims and other materials for instruction use	10,000	15,000	5	4	4	4.33	
Total Over-all Rating					55	49.5	48	50.82	202.82
Averaged Rating					5	4.5	4.36	4.62	18.44

Average Rating (Total Over-all rating divided by 4)	18.48	4.61
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Consistent in making the workplace clean and works effectively with client.

Evaluated & Rated by:

MARY JEAN M. SAPAN

Unit Head

Date: _____

Recommending Approval:

ALEJ A. VILLOCINO

College Dean

Date: _____

Approved:

BEATRIZ S. BEJONIAS

Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January –June 2018Name of Staff: JOSE V. CAPUNOPosition: 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 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 make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients event beyond the official time.	5	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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

8. Suggests new ways to further improve her work and the services of the office to its clients.

7. Keeps accurate records of her work which is easily retrievable when needed.

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.

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2. Makes self available to clients even beyond the official time. experience in transacting business with the office fulfilling and rewarding.

1. Demonstrates sensitivity to client's needs and make the latter's commitment (both for subordinates and supervisors).

A. Commitment (both for subordinates and supervisors)	Scale			
	5	4	3	2
1. Demonstrates sensitivity to client's needs and make the latter's commitment (both for subordinates and supervisors).	5	4	3	2
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8. Suggests new ways to further improve her work and the services of the office to its clients.	5	4	3	2

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost 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.
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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.

Name of staff: JOSE V. CARUNO

Position: Administrative Aide III

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January-June 2018

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						
Average Score						

Overall recommendation : Achieves a high level of job performance and is reported by co-employee

MARY JEAN M. SAPAN

Name of Head

Overall recommendation : Excellent a high level of job performance and is highly job co-ordinator

MARYLENE M. SABA

Name of Head

Average score					Total score				
2.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the stipulated targets of the unit.	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			
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			
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Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale				
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PERFORMANCE MONITORING FORM


Name of Employee: JOSE V. CAPUNO

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
1	Janitorial services	<p>Maintain the upkeep of the office, help transport and release of equipment to be use by students</p> <p>In charge of the release of equipment used by student during class</p> <p>Laid out sports facilities (softball diamond, soccer field, etc) for instruction</p> <p>Maintain the cleanliness and sanitation of the physical conditioning room and ensure its safety</p>	January 2018	Immediately/ usually accomplished on the given time		Very impressive	Outstanding	<ul style="list-style-type: none"> • Never complains despite of the many task assigned and many papers to follow up • Very good in following up documents • Very organized
3.	Other Services	Mimeograph/risograph exams and other important documents or paper to be reproduced like score sheets, etc.	January 2018			Very impressive	Outstanding	

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

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

Prepared by:


MARY JEAN M. SAPAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE V. CAPUNO**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep and safety of the building

Proposed Intervention to Improve Performance:

Additional utility to help the bulk of work since the office is always involved in university activities

Date: June 2018

Target Date: July 2018

First Step:

- Hire additional utility to help in the jobs assigned

Result:

- Ensure clean and safe environment

Date: August 2018

Target Date: August 2018


Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

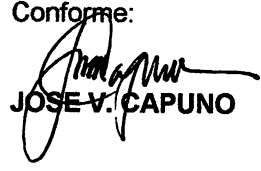
Final Step/Recommendation:

The employee has a very good work attitude. But with the bulk of work additional utility can be of great assistance.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


JOSE V. CAPUNO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOSE V. CAPUNO

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Prepared by:

MARY JEAN M. SAPAN

OIC Director, IHK

Confirmed:

JOSE V. CAPUNO