

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FRANCISCO G. GABUNADA, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction			
2. Research	30%	5.00	1.50
3. Extension	15%	-	-
4. Administration	50%	5.00	2.50
5. Production	5%	5.00	0.25
TOTAL	100%		4.25

EQUIVALENT NUMERICAL RATING: 4.25

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.25

ADJECTIVAL RATING: Very Satisfactory

Prepared by:



FRANCISCO G. GABUNADA, JR.

Name of Faculty

Reviewed by:



ROMMEL B. ARMECIN

Director, ECO-FARMI

Approved by:



EDGARDO E. TULINO

President



Exhibit P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : FRANCISCO G. GABUNADA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		x 30%	
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING : _____

ADD: Additional Approved Points, if any : _____
TOTAL NUMERICAL RATING : _____

ADJECTIVAL RATING : _____

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


FRANCISCO G. GABUNADA, JR.
University/Board Secretary

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRANCISCO G. GABUNADA, JR., Head of the OFFICE OF THE BOARD SECRETARY 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 2020.

FRANCISCO G. GABUNADA, JR.

Ratee

EDGARDO E. TULIN

President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
TOTAL		3

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of	2 meetings	2 meetings	5	5	5	5.00	
	PI2 Number BOR Finance Committee (BOR-FC) Meetings facilitated	Regents & Finance Committee Meetings	2 meetings	2 meetings	5	5	5	5.00	
	PI3 Number of Pages of Completed BOR/BOR-FC Minutes of Meetings (Legal Size; double space)	Prepared Minutes of BOR/BOR-FC meetings	75 pages	86 pages	5	5	5	5.00	
	PI5 Number of BOR/ADMIN. Matrix of Actions Prepared	Prepared BOR/Admin. Matrix of Actions	2 matrix of actions	2 Matrix of Actions	5	5	5	5.00	
	PI6 Number of Resolutions/Excerpts Prepared	Prepared Board Resolutions	35 BOR Resolutions	38 BOR Resolutions	5	5	5	5.00	
	PI9 Number of BOR Referenda Prepared & Passed for Board Approval	Prepared Board Referenda	5 Referenda	7 Referenda	5	5	5	5.00	
	PI10 Number of University Diplomas Signed (representing Chairman of the Board)	Signing of University diplomas	1,000 diplomas	None	-	-	-	-	Not Implemnted due to Pandemic
	PI14 Number of Meetings Organized for the Search Committee for Private Sector Representatives (SC-PSR)	Organized SC-PSR meeting	1 SC-PSR meeting	None	-	-	-	-	-do-
	PI15 Number of pages of completed SC-PSR Reports	Prepared SC-PSR reports	5 pages	None	-	-	-	-	-do-

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings	Facilitating UADCO & UAC Meetings	2 meetings	7 meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO/UAC Minutes of Meetings (<i>Long Size; double space</i>)	Prepared Minutes of UADCO/UAC meetings	100 pages	75 pages	5	5	4	4.67	
	PI5 Number of documents screened and processed for conformity to BOR	Screened and processed document for BOR meeting	5 documents	20 documents	5	5	5	5.00	
	PI7 Number of Special Meetings attended (<i>per OP Special Order/OP Memo</i>)	Attended special meetings	1 meeting	1 meeting	5	5	5	5.00	
	PI8 Number of National/Regional/Local special events attended/facilitated (<i>per OP Special Order</i>)	Attended National/Regional/Local special events	1 special event	None	-	-	-	-	Not Implemented due to Pandemic
TOTAL OVER-ALL RATING					50	50	49	49.67	

Average Rating (Total Over-all rating divided by 10)		4.97
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

governance + management training

Evaluated & Rated by:


EDGARDO E. TULIN
Head of Unit

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

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



Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January 1, 2020 – June 30, 2020

Name of Staff : FRANCISCO G. GABUNADA, JR. Position: University Secretary

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						
Average Score						

Overall recommendation : Excellent worker


EDGARDO E. TULIN
 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : FRANCISCO G. GABUNADA, JR.
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 13 January 2020 Target Date: 07 February 2020

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: 02 March 2020 Target Date: 30 April 2020

Next Step : Identify and institute measures to correct the factors leading to delay in
Preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


EDGARDO E. TULIN
President

Conforme:


FRANCISCO G. GABUNADA, JR.
University/Board Secretary