

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF****Annex P**Name of Administrative Staff: **CLEMENTINO A. BORELA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
TOTAL NUMERICAL RATING			4.21

TOTAL NUMERICAL RATING: 4.21Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: FINAL NUMERICAL RATING 4.21ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CLEMENTINO A. BORELA
Name of Staff

Reviewed by:

MARLON G. BURLAS
OIC Head, OHILE

Recommending Approval:

MARIO LILIO P. VALENZONA
Director, PPO

Approved:

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **CLEMENTINO A. BORELA** of the Physical Plant Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the **JULY - DECEMBER 2022**

CLEMENTINO A. BORELA

Ratee

Approved:

MARLON G. BURLAS

Unit Head, ILFMU

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1-Repair and Maintenance of Cooling Facilities	PI 1. 1 Number of Repaired and maintained cooling facilities	Aircon repaired	20	22	5	4	4	4.33	
		Aircon cleaned	30	32	5	4	4	4.33	
		Aircon installed	15	17	5	4	4	4.33	
MFO-2 Repair and maintenance of laboratory equipment	PI 1. 2 Number of Repaired and maintained lab equipment	General cleaning/troubleshooting /repair for restoration/Troubleshooting/ Repair/Testing.	10	11	5	4	4	4.33	
MFO-3 Delivered sound services for the university	PI 1. 3 Number of Restored cooling system in tissue culture laboratory	Cleaning /repair/installation	2	4	5	4	4	4.33	
	PI 1. 4 Number of Delivered sound services for the university	Installed and operate sound equipment	5	7	5	4	4	4.33	
Total Over-all Rating					26.00				

Average Rating (Total Over-all rating divided by 4)			4.33	Comments & Recommendations for Development Purpose: Occupational Safety and health training
Additional Points:				
Punctuality:				
Approved Additional point (with copy of approval)				
FINAL RATING			4.33	
ADJECTIVAL RATING			VS	

Evaluate & Rated by:

Recommending Approval:


Approved by:


MARLON G. BURIEL
Supervisor

Date: _____


MARIO ULLO VALENZONA
Director, PPC

Date: _____


DANIEL LESIE S. TAN
VP. for Adm. Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 2022

Name of Staff: **CLEMENTINO A. BORELA** Position: **Administrative Aide VI**


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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 3.92				
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 : _____


MARLON G. BURLAS
 OIC/Head of OHILE

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Clementino A. Borela
Performance Rating: July 1 – December 31, 2022

Aim: Effective Customer Service

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: December 31, 2022

First Step: Knowing customer Service

Result: _____

Date: _____ Target Date: _____

Next Step: Customer Feedbacking

Outcome: _____

Final Step/Recommendation:
Effective Delivery of Service

Prepared by:


MARLON G. BURLAS
OIC Head

Conforme:


CLEMENTINO A. BORELA
Name of Ratee Faculty/Staff