



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARTURO B. ALBA JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


ARTURO B. ALBA JR.
Name of Staff


CHARIS B. LIMBO
Department/Office Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Arturo B. Alba Jr., Administrative Aide III 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 July to December 2022.

ARTURO B. ALBA, JR.

Ratee

CHARIS B. LIMBO

Director, IHK

Date: 01-04-23

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	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Number of completion of grades processed as requested	Processed documents as requested	45	50	5	5	4	5	
Messengerial Services	Number of documents served within the day of receipt	Documents served within the day	15	15	5	5	5	5	
	Number of documents delivered and followed up within the day of /Purchase Request, DTR's/CSRs, Completion of Grades	Delivered and follow-ups for approval	100	100	5	4	5	4.67	
	- Payroll - Cash Advance (TEV's/ Intrams/ - Liquidation - Reimbursement of Travel Expenses - Contract of Services - Communications/Notices of	Documents processed for	250	300	5	5	4	4.67	
		Delivered notice of communications to departments	400	500	5	5	5	5	
Janitorial Services	Number of students' male and female comfort rooms, shower rooms cleaned and maintained within the day	Cleaned CR male and female students & faculty male/female cleaned and maintained	4	4	4	4	4	4.00	

Other Services	Number of sports facilities prepared/layed-out for IHK & university scheduled sports	Prepared/layed-out sports facilities for sports competition;							
	Service PE 14 venues for practical		3	5	4	4	4.5	4.17	August 2022
	Faculty/Staff & Students Intramural Games		20	20	4	5	5	4.65	September 2022
	Students for Intrams & Varsity		5	5	5	5	5	5.00	August-Dec.
	Number of athletic equipment/supplies/ apparatus transported from stockroom to location/site during the scheduled	Transported and upkept of athletics supplies and equipment							
	-Service PE classes		30	40	4	4	4	4.00	August-Dec.
	- Faculty/Staff & Students Intramural Games		50	60	4	4	4	4.00	September 2022
	No. of utensils prepared/upkept used during the Regional SCUAA Meet, November 28 to December 03, 2022	Prepared utensils for SCUAA Meet 2022	200	300	5	5	5	5.00	November - December 2022
	No. of documents mimeographed/risographed within specified time	Reproduction of instructional materials	3,500	5,000	4	4	4	4	
	Number of rackets served per clientele	Regutting of rackets served	10	10	3	3	3	3	
Total Over-all Rating					67	67	66.5	66.66	
Averaged Rating					4.47	4.5	4.4	4.444	17.81

Average Rating (Total Over-all rating divided by 4)	17.81	4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Dependable! Willing to work even beyond office hours if the need arises

Evaluated by:

CHARIS B. LIMBO
Unit Head

Date: 01 04-23

Recommending Approval:

BAYRON S. BARREDO
College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice-Pres. for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2022

Name of Staff: ARTURO B. ALB A JR.

Position: 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 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	60				
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	5				
Overall recommendation:	Offers help to coworkers on their duties who are having difficulty with their duties.				



CHARIS B. LIMBO

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARTURO B. ALBA, JR.**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the up keep of the area assigned

Proposed Intervention to Improve Performance:

Hire additional utility worker to help the bulk of work since the office is always involved in the University-wide activities.

Date: January- June 2023

Target Date: January- June 2023

First Step:

* Hire additional utility to help in the jobs assigned

Result:

* Ensure clean and safe environment

Date: January-June 2023

Target Date: January-June 2023


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

Outcome: Empowered employee to work on job assigned

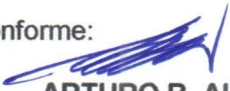
Final Step/Recommendation:

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

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


ARTURO B. ALBA JR.
Name of Ratee/Staff