



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: REYNALDO V. DOSDOS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.41	70%	3.087
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.512

TOTAL NUMERICAL RATING: 4.512

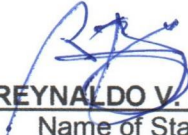
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.512

FINAL NUMERICAL RATING 4.512

ADJECTIVAL RATING: VS


Prepared by:


REYNALDO V. DOSDOS
Name of Staff

Reviewed by:


LEGARIO B. RAMOS
Head, ILFMU

Recommending Approval:


MARIO LILIO VALENZONA
Director, ODPP
11/06/2020

Approved:


REMBERTO A. PATINDOL
Vice President

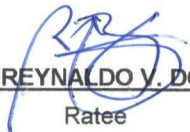



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

EXHIBIT B

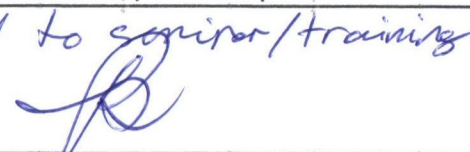
I, **REYNALDO V. DOSDOS** of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the **January- June 2020**

Approved:


REYNALDO V. DOSDOS
Ratee


LEGARIO B. RAMOS
Unit, Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1-Repair of IT Equipments	PI 1.1-Number of Repaired and maintained IT Equipment	IT Equipment troubleshooting based on job request Cleaning of unit, Scan for virus, Back-up files, Hardware installation, update antivirus, restore files to main drive	30	45	4	5	4	4.33	
	PI 1.2-Number of Electronic Printer Repaired	Create Continues Ink System(CIS), Troubleshooting/repair/testing	3	6	5	4	4	4.33	
			10	12	5	4	4	4.33	
	PI 1.3-Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	10	12	4	4	5	4.33	
	PI 1.4- Number of AVR Repair		3	5	4	4	5	4.33	
	PI 1.5- Number of UPS Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	5	8	5	4	4	4.33	
	PI 1.6- Number of Research data recovered and restored	Ensures 100% data recovery	20	30	4	4	5	4.33	

7- Number of Advising/Assisting	Advices clientile regarding minor computer trouble by phone	5	6	5	4	5	4.67	
PI 1. 8- Make monthly report	Make a list of units restored for billing purposes	10	30	5	5	4	4.67	
Total Over-all Rating				39.67				
Average Rating (Total Over-all rating divided by 4)			4.41	Comments & Recommendations for Development Purpose: <i>Send to supervisor/training</i> 				
Additional Points:								
Punctuality:								
Approved Additional point (with copy of approval)								
FINAL RATING			4.41					
ADJECTIVAL RATING			VS					

Evaluate & Rated by:



LEGARIO B. RAMOS

Supervisor

Date: _____

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

Recommending Approval:



MARIO LINO VALENZONA

Director, ODPP

Date: _____

Approved by:



REMBERTO-A. PATINDOL

VP. For Adm. & Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: REYNALDO V. DOSDOS

Position: Admin. 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score		57				
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		57				
Average Score		4.75				

Overall recommendation : For promotion


LEGARIO B. RAMOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Reynaldo V. Dosdos
Performance Rating: 4.41 / VS

Aim: To upgrade IT repair skills

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send to training/seminar in IT repair/troubleshooting
and on network maintenance

Result:

His knowledge in IT repair/troubleshooting/
maintenance will be enhance.

Date: _____ Target Date: _____

Next Step:


Actual evaluation/monitoring of his performance
applying the updated knowledge.

Outcome: Better performance and efficiency


Final Step/Recommendation:

Recommended to the next level of employment status.

Prepared by:


LEGARIO B. RAMOS
Unit Head

Conforme:


REYNALDO V. DOSDOS
Name of Ratee Faculty/Staff