



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Wenifredo T. Soriano**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

WENIFREDO T. SORIANO
Name of Staff

Reviewed by:

REV RHIZZA L. AURE
Head, DPhys

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President Academic Affairs



VISAYAS
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DEPARTMENT OF PHYSICS

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“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Wenifredo T. Soriano**, of the **Department of Physics** commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July to December, 2022**.

WENIFREDO T. SORIANO

Lab. Aide II

Date: 01-05-23

Approved:

REV RHIZZA L. AURE

Head, DPhys

Date: 11/6/23


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO: 1 Support to Operations									
	Pl. 1. Percentage of apparatus facilitate and inventory	Facilitates and inventory of apparatus during COVID 19	90 %	98%	5	5	4.5	4.83	
	Pl. 2. Percentage of apparatus regular maintenance of minor trouble shooting	Maintains regular minor trouble shooting	90 %	100%	4.5	5	4.5	4.66	
	Pl. 3. Number of rooms maintain	Maintained cleanliness of Laboratory room 1 ,2 & storage equipment/apparatus room	3	3	5	5	5	5	
	Pl. 4. Prepared maintenance and calibration plan for physics laboratory equipment	Maintains and calibration plan for physics equipment	90 %	100%	5	5	4.5	4.83	Submit 2022 Calibration

		Assist Physics Laboratory classes		100%	5	5	5	5	Mid-Year 2021-2022 and 1 st semester AY. 2022-2023
		Issuing and Keeping Physics apparatus		100%	5	5	5	5	Mid-Year 2021-2022 and 1 st semester AY. 2022-2023
	PI. 5. Additional Outputs								
		Prepare materials to transport to the new laboratory rooms	100%	98%	5	5	5	5	
MFO 6: General Administration and Support Services									
Efficient and customer friendly frontline service	Served with 0 % complaint from client	Costumer assistance	100 complaint	100%					
Total Over-all Rating					34.5	35	33.5	34.32	
Average Rating					4.93	5	4.79	4.90	
Adjectival Rating					Outstanding				


Average		4.90
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


Evaluated & Review:


REV RHIZZA L. AURE
Head, DPhys
Date: 1/6/23

Recommending Approval:


MA. THERESA P. LORETO
Dean/CAS
Date: 1/24/23

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/25/23

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Wenifredo T. Soriano Position: Laboratory Aide II


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				

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 : _____


REV RHIZZA L. AURE
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
✓	3 rd	
✓	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Name of Personnel: Mr. Wenifredo T. Soriano

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none">Reminded the staff during meetings to maintain the cleanliness of DPhys Laboratory Room, and hallway.Ensures that the Physics laboratory supplies, instruments, calibration of the laboratory instrument/equipment, among others are maintained and checked at all times		Notice of meeting, Minutes of meetings	Staff are always reminded of their duties and responsibilities
Coaching		<ul style="list-style-type: none">Recommend the staff to attend trainings/seminars on metrology, calibration, among others			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


REV RHIZZA L. AURE
 Immediate Supervisor

Noted by:


MA. THERESA P. LORETO
 Next Higher Supervisor