COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF Rating Period May-June 2017 (Accomplishments)

Name of Administrative Staff: MICHAEL V. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
Numerical Rating per IPCR	4.89	70%	3.42
 Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 	4.75	30%	1.42
	TOTAL NU	MERICAL RATING	4.84

TOTAL NUMERICAL RATING:

4.84

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.84

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

INDIVIDUA L PERFORMANCE COMMITMENT & REVIEW FIORM (IPCR)

1, MICHAEL V. M. ANAGBANAG, of the Department of Pest Manage:ment commits to deliver and agree to be rated on the attainment of the following targets in accordance with June 2017 M ay 2017 the indicated mesasures for the period/

to

MICHAEL/V! MANA GBANAG / Ratee

Approved:

He'ad Unit

				28	Rating				
MFO & P APs	Succe ss Indicator	Tasks Assigned	Target	Actual	Q1	E2	T3	A4	Remarks
				Accomplishment					
Administrative Support	# of document:s followed-up and	Brings follows-up and	100	300	2	2	2	2.0	
Services	processed	processes papers							
	# of vehicles m aintained	Maintained DPM Jeep-I	1	1	2	4	2	4.67	
	# of papers/pages rhizographed	Rhizographed course outtline,	1000	2000	2	2	2	5.0	
		lab. exer. handouts & office							
		forms							
	# of supplies w ithdrawn	Assist in the withdrawal of	50	70	2	4	2	4.67	
		supplies from Supply Office							
	# of routes the incoming messages	Routes the incoming	20	50	2	2	2	5.0	
		messages to the DPM faculty							
		alla stall			1	+	+	1	
	# of exams actead as proctor	Acted as proctor during long & final exams	H	æ	S	N	r)	2.0	
Total Overall Rating								29.	29.34/6 = 4.89

4.89				4.89	OUTSTANDING	
Average Rating (Total Over-all rating divided by 4)	Additional Points:	Punctualit:y	Approved Additional points (wit:h copy of approval)	FINAL RATITING	ADJECTIV,AL RATING	

DANKEL M. TUDTUD, JR. Planning O'fficer Received by:

REMBERTO A. PATINE JOL. PMT Calibrated by:

BEATKIZS. BELONIAS
OVPI Date:

Recommen ding Approval:

EDGARBO E. T'ULIN President Approved by:

Date:

1 - Quality2 - Efficien cy3 - Timelin ess

[)ate:_

Date:

4 - Average

Instrument for Performance Effectiveness of Administrative Staff Rating Period May 7-June 2017 (Accomplishments)

Name of Staff: MICHAEL V. MANAGBANAG

Position: <u>Driver/Messengerial</u>

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	a coemperve ricie	Qualitative Descriptio	n						
5	Outstanding	The performance almost always exceeds the job re	requirements. The staff						
		delivers outputs which always results to best prac	tice of t	he un	it H	o ic or	n		
4	1/	exceptional role model				C 13 a1			
4	Very Satisfactory	The performance meets and often exceeds the job	requir	emen	ts				
3	Satisfactory	The performance meets job requirements					-		
2	Fair	The performance needs some development to me	et job r	eauire	emen	ts			
1	Poor	The staff falls to meet job requirements							
Α.	Commitment (both for	subordinates and supervisors)			Scal	9			
1.	Demonstrates sensitivi	ty to client's needs and makes the latter's	(5)	7 4	3	2	T		
2	experience in transacti	ng business with the office fulfilling and rewarding.				-			
2.	iviakes seir-available to	clients even beyond official time	5	(4)	3	2	+		
3.	Submits urgent non-ro	utine reports required by higher offices/agencies	5	4	3	2	+		
	such as CHED, DBM, CS	C, DOST, NEDA, PASUC and similar regulatory	0		3	2			
	agencies within specific	ed time by rendering overtime work even without							
	overtime pay.								
4.	Accepts all assigned tas	ks as his/her share of the office targets and delivers	(50)	4	3	2	-		
	outputs within the pres	cribed time.	0	4	3	2			
5.	Commits himself/herse	If to help attain the targets of his/her office by	2	Λ	2	-	-		
	assisting co-employees	who fall to perform all assigned tasks	(3)	4	3	2			
6.	Regularly reports to wo	rk on time, logs in upon arrival secures pass slip	(5)	4	-	-	-		
	when going out on pers	onal matters and logs out upon departure from	(5)	4	3	2	1		
	work.	and logs out apoli departure from							
7.	Keeps accurate records	of her work which is easily retrievable when		>					
	needed.	or nor writer is easily recrievable when	5	4	3	2	1		
8.	Suggests new ways to fi	urther improve her work and the services of the		6	,				
	office to its clients.	article improve her work and the services of the	5	74/	3	2	1		
9.		assigned by the head or by higher offices even if	-						
	the assignment is not re	lated to his position for by higher offices even if	(5)	4	3	2	1		
	attainment of the functi	lated to his position but critical towards the					1		
10.	Maximize office hours	during to a minimum to the second sec							
	functions the outputs of	during lean periods by performing non-routine	5)4	3	2	1		
	increase effectiveness	which results as a best practice that further							
11.	Accepts objective seitigi	f the office satisfaction of clientele					1		
	improvement of his was	ems and opens to suggestions and innovations for	(5)	4	3	2	1		
12	improvement of his wor	k accomplishment.	9						
12.	Willing to be trained and	developed.	15)4	3	2	1		
D I	loadandi 0.54	Total Score	/				_		
B.	Leadership & Manageme	ent (For supervisors only to be rated by higher		S	cale				
	subervisor)								
1. 1	perionstrates mastery a	nd expertise in all areas of work to gain trust,	5	4	3	2	1		
- 1	espect and confidence f	rom subordinates and that of higher superiors				_	_		
2.	visionary and creative to	draw strategic and specific plans and targets of	5	4	3	2	1		
	ne office/department al	igned to that of the overall plans of the university			-	-	Τ.		
J. 1	illovates for the purpos	e of improving efficiency and effectiveness of the	5	4	3	2	1		
-	pheracional processes an	d functions of the department/office for further			-	2	Τ		
3	acistaction of clients.		1						
4. A	Accepts accountability fo	r the overall performance and in delivering the	5	4	3	2	1		
-	output required of his/he	er unit.	3	1	3	2	1		
C	Demonstrates, teaches, n	nonitors, coaches and motivates subordinates for	5	4	2	2			
5. D		and effective	7	4	3	2	1		
5. D	men improved efficiency	and effectiveness in accomplishing their assigned							
5. D	men improved efficiency	and effectiveness in accomplishing their assigned inment of the calibrated targets of the unit.							
5. D	men improved efficiency	inment of the calibrated targets of the unit. Total Score	57						

Overall recommendation:

