Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2017

Name of Staff   CALEXTRO O. AURE   Position   ADMINISTRATIVE AIDE III

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4,5	70%	3,15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4,58	30%	1,37
TOTAL NUMERICAL RATING			4,52

EQUIVALENT NUMERICAL RATING :   4,52

Add: Additional Points, if any   :

TOTAL NUMERICAL RATING   :   4,52

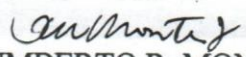FINAL NUMERICAL RATING   :   4,52

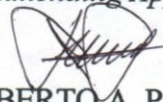ADJECTIVAL RATING   :   Outstanding
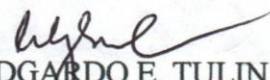
Prepared by:

CALEXTRO O. AURE
Name of Staff

Reviewed by:

HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CALEXTRO O. AURE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2017.

CALEXTRO O. AURE
RATEE

Approved: _HUMBERTO R. MONTES, JR._
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
MFO 4: ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	Staff meetings	3	4	4	4	4	4	
	Number of driving tasks completed	• With trip tickets	10	49	4	4	4	4	
		• Without trip ticket (VSU campus)	7	11	4	4	4	4	
		Vehicle maintenance (washing/check-up)	10	13	4	4	4	4	
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	10	9	3	3	3	3	
	Zero per cent complaints from clients served	As driver and as a general public servant	90%	100%	4	4	4	4	
TOTAL OVERALL RATING								27	

Average Rating (Total Over-all rating divided by 4)	4.5
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.5
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUIÑANOLA
HEAD, PRPEO

DATE

Calibrated by:

REMBERTO A. PATINDOL
PMT

DATE

Recommending Approval:

BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

Approved:

EDGARDO E. TULIN
PRESIDENT

DATE

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : <u>JULY – DECEMBER 2017</u>

Name of Staff <u>CALEXTRO O. AURE</u>   Position <u>ADMINISTRATIVE AIDE III</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	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					

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	78				
Average Score	4.58				

Overall recommendation : Outstanding

HUMBERTO R. MONTES, JR.
Name of Head