

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2017  
 Name of Staff: Generese L. Vequize Position: Admin. Aide IV

**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  |

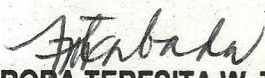
| A. Commitment (both for subordinates and supervisors)                              |   | Scale |   |   |   |   |
|--|---|-------|---|---|---|---|
| 1.   | Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  | 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  | 5     | 4 | 3 | 2 | 1 |



|  |      |   |   |   |   |
|--|------|---|---|---|---|
| office/department aligned to that of the overall plans of the university.  |      |   |   |   |   |
| 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  | N/A  |   |   |   |   |
| Average Score  | 4.75 |   |   |   |   |

Overall recommendation : Very Satisfactory

always punctual and  
very reliable;  
always highly rated  
by ISNDS guests  
maintains well the  
ISN vehicles

  
**MARIA AURORA TERESITA W. TABADA**  
Name of Head

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **GENEROSO VEQUIZO**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR  | 4.50                    | 4.50 x 70%                      | 3.15                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.75                    | 4.75 x 30%                      | 1.425                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                                 | <b>4.58</b>                             |

TOTAL NUMERICAL RATING: **4.58**

Add: Additional Approved Points, if any: **0.1**


TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**GENEROSO L. VEQUIZO**  
Name of Staff


Reviewed by:

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President



## Individual Performance Commitment and Review Form (IPCR)

I, GENEROSO L. VEQUIZO, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January to June 2017.

  
**GENEROSO L. VEQUIZO**

Ratee

Approved:

  
**MARIA AURORA T. W. TABADA**

Director, ISRDS

| MFOs/PAPs   | Success Indicators                                      | Tasked Assigned                        | Target            | Accomplishment | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> | Remarks |
|---|---|--|-------------------|----------------|----------------|----------------|----------------|----------------|---------|
| <b>Administrative Support Services</b>            |   |  |                   |                |                |                |                |                |         |
| Efficient and customer-friendly frontline service | 0% complaint from client served                         | Clients served                         | 100% no complaint | 100%           | 5.00           | 5.00           | 5.00           | 5.00           |         |
| Driving Services                                  | Number of passengers delivered/ conducted safely ontime | conducted & fetched staff and visitors | 150               | 250            | 5.00           | 5.00           | 5.00           | 5.00           | 5.00    |
| Maintenance of vehicle                            | Number of times vehicle maintained/cleaned              | maintained and cleaned vehicle         | 55                | 55             | 4.00           | 3.00           | 4.00           | 3.67           |         |
| <b>Others</b>                                     |   |  |                   |                |                |                |                |                | 4.33    |
| Maintenance of ISRDS front lawn                   | Number of times lawn maintained/ cleaned                | maintained and cleaned lawn            | 20                | 30             | 5.00           | 4.00           | 5.00           | 4.67           |         |

Messengerial  
services

Number of  
documents delivered  
and facilitated

delivered  
documents

50

50

4.00 3.00 4.00 3.67 Acts as messenger only when  
regular messenger is not  
available

Total Over-all  
Rating  
Average Rating  
Adjectival Rating

4.17  
13.50

4.50

VS

|   |  |  |  |
|---|--|--|--|
| Average Rating (Total<br>Over-all rating divided by<br>4) |  |  | Comments &<br>Recommendations<br>for Development |
| Additional Points:  |  |  |  |
| Punctuality   |  |  |  |
| Approved Additional<br>points (with copy of<br>approval)  |  |  |  |
| FINAL RATING  |  |  |  |
| ADJECTIVAL RATING   |  |  |  |

Received by:

Calibrated by:

Recommending Approval:

Approved by:

  
T. L. QUINANOLA  
PRPEO

  
R. A. PATINDOL  
PMT

  
BEATRIZ S. BELONIAS  
Vice President for Instruction

  
EDGARDO E. TULIN  
President

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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