



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ALAIN A. BONIFE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.95	70%	3.46
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

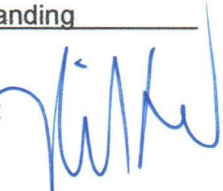
FINAL NUMERICAL RATING

ADJECTIVAL RATING: Outstanding


Prepared by:


RONILLO V. CANO
Name of Staff

Reviewed by:

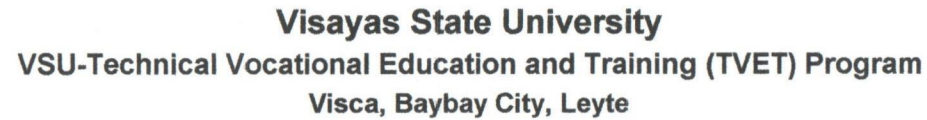

NILO L. LEORNA
Program Coordinator

Recommending Approval:


ANTONIO P. ABAMO
Director for Extension

Approved:


OTHELLO B. CAPUNO
VP for Research, Extension and Innovation

[illegible]

		Number of tools and equipment maintained	Maintenance	Office tools and equipment maintain	10	12	5	5	5	5.0	12 units of tools and equipment maintained
		Number of electrical wirings installed	Installation	Installation of electrical wirings to different rooms of the workshop	5	8	5	5	5	5.0	8 units of electrical wirings installed
		Number of electrical wirings maintained	Maintenance	Maintain electrical wirings to different rooms of the workshop	8	8	5	5	5	5.0	8 units of electrical wirings maintained
											Comments & Recommendations for Development Purposes: Recommended to attend a training on surviellance facilities installation and maintaining the same.
Number of Performance Indicators Filled-up							6				
Total Over-all Rating							29.7				
Average Rating							4.95				
Adiectival Rating							Outstanding				

Evaluated & Rated by:

NILO L. LEORNA

Program Coordinator

Date: _____

Recommending Approval:

ANTONIO P. ABAMO

Director for Extension

Date: _____

Approved by:

OTHELLO B. CAPUNO

VP for Research, Extension and Innovation

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: ALAIN A. BONIFE

Position: Administrative 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						

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.


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B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		55				
Average Score		4.58				

Overall recommendation : _____



NILO L. LEORNA
Printed Name and Signature
Head of Office



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALAIN A. BONIFE
Performance Rating: Outstanding

Aim: Develop learning materials and training of trainees in Electrical Installation and Maintenance NC II

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Attend training workshop seminar on the new amended training regulation of electrical installation and maintenance NC II.

Result: Developed a Revised Competency Based Learning Module in EIM NC II

Target Date: July to December 2020

Next Step: Attend training in TM II

Outcome: Certified trainer in TM II & EIM NC III

Final Step/Recommendation:

Prepared by:

NILO L. LEORNA
Unit Head

Conforme:

ALAIN A. BONIFE
Name of Ratee Faculty/Staff