# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Francisco M. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	x 70%	3.500
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	x 30%	1.482
	TOTAL NU	MERICAL RATING	4.982

TOTAL NUMERICAL RATING:

4.98

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.98

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Head, DDC

Recommending Approval:

CAFS, Dean

Approved:

Vice President for Instruction

Visca, Baybay City, Leyte

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, FRANCISCO M. VALENZONA, a support staff of the Department of Development Communication, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of JANUARY TO JUNE 2019.

APPROVED:

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING			RATING		
MFO No.						Quality	Efficiency	Timeliness	Average		
(	OVPI MFO 6: Gei	neral Administration ar	nd Support Services								
	General Admin. & Support Services (GASS)	Number of office documents delivered and followed up/errands made	UTILITY/MESSENGERIAL SERVICES/ERRANDS	300	800	5.0	5.0	5.0	5.0		
		Number of academic lecture/laboratory rooms maintained	DAILY CLEANING AND MAINTENANCE	5.00	11.00	5.0	5.0	5.0	5.0		
		Area of lawn maintained (sq.m, approx.)	LAWN MOWER		100.00	5.0	5.0	5.0	5.0		
		Number of faculty rooms cleaned daily	DAILY CLEANING AND MAINTENANCE		10.00	5.0	5.0	5.0	5.0		
		Zero percent complaint from clients served	GOOD RAPPORT TO CLIENTS	0.00	0.00	5.0	5.0	5.0	5.0		
						25.00					
	Total Over-all Rating Adjectival Rating				5.00 OUTSTANDING						

Average Rating (Total Over-all		25.00	Comments and recommendations for Development Purpose
Additional points:			
Punctuality			
Approved additional points			Good Job!
FINAL RATING		5.00	6002 705.
ADJECTIVAL RATING		OUTSTANDI	
Evaluated &: Rated by: Re	ecommending Approval:	Approved:	
CHRISTINA A. GABRILLO Dept./Unit Head	VICTOR B. ASIO Dean, CAFS	BEATRIZ S. BE Vice Pres. for	
Date:	Date:	Date:	

### Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: Francisco M. Valenzona Position: Admin Aide III

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

	1	Poor	The staff fails to meet job requirements					
A.	Commit	ment (both for sub	ordinates and supervisors)			Scal	e	
1.	. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.				4	3	2	1
2.	Makes	self-available to cli	ents 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					3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					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				4	3	2	1
6.			on time, logs in upon arrival, secures pass slip- al matters and logs out upon departure from	5	4	3	2	1
7.	Keeps a		her work which is easily retrievable when	5	4	3	2	1
8.		ts new ways to furt to its clients	her improve her work and the services of the	5	4	3	2	1
9	Accepts	additional tasks as	ssigned by the head or by higher offices even if	5	4	3	2	1

	Average Score	core		4.9		
	Total Score	59				
12.	Willing to be trained and developed	5	4	3	2	1
11.	ccepts objective criticisms and opens to suggestions and innovations for approvement of his work accomplishment			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
	the assignment is not related to his position but critical towards the attainment of the functions of the university					

Overall recommendation : Outstanding

cau, DDC

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Francisco M. Valenzona

Performance Rating: Outstanding

Aim: To maintain the office documents delivered and followed up/errands made,

academic lecture/laboratory rooms, faculty rooms cleaned daily, etc.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: December 2019

First Step: Attend training seminar for Administrative Staff.

Result: Improved service and work values.

Date: January 2019

Target Date: December 2019

Next Step: Learn from previous experiences in the service delivery.

Outcome: Efficient delivery of support services at DDC.

Final Step/Recommendation: Keep it up.

Prepared by:

INISTUM A. GABRI

**DDC Head** 

Conforme:

Ratee Faculty/Staff