



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

**Annex P**

Name of Administrative Staff: **Anelito C. Pernito**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.52                    | 70%                      | 3.16                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.58                    | 30%                      | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.53</b>                             |


TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:           


TOTAL NUMERICAL RATING: 4.53

FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:   
**ANELITO C. PERNITO**  
Name of Staff

Reviewed by:   
**MA. SALOME B. BULAYOG**  
Department/Office Head

Recommending Approval:   
**MOISES NEIL V. SERINO**  
Dean, CME

Approved:   
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



Visayas State University  
College of Management and Economics  
**DEPARTMENT OF ECONOMICS**  
Visca, Baybay City, Leyte



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **ANELITO C. PERNITO**, of the Department of Economics 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-December 2020.

**ANELITO C. PERNITO**

Ratee

Approved:

**MA. SALOME B. BULAYOG**

Head of Unit

| MFO & PAPs                                 | Success Indicators  | Tasks Assigned                               | Target             | Actual<br>Accomp. | Rating |    |    |       | Remarks |
|--|---|--|--------------------|-------------------|--------|----|----|-------|---------|
|  |   |  |                    |                   | Q1     | E2 | T3 | A4    |         |
| <b>ADMINISTRATIVE<br/>SUPPORT SERVICES</b> | No. of documents forwarded/retrieved for processing and follow-up                     | Messengerial work                            | 100                | 110               | 5      | 5  | 5  | 5     |         |
|  | Number of times building/windows opened & closed                                      | Opened and closed the office                 | Every working days | Every day         | 5      | 5  | 5  | 5     |         |
|  | No. of hours faculty offices, CRs, conference room, hallways and surroundings cleaned | Maintains the cleanliness                    | 100                | 110               | 5      | 4  | 4  | 4.33  |         |
|  | Area of lawn maintained (sq.m. approx.)   | Maintenance of surroundings                  | 200                | 200               | 5      | 4  | 4  | 4.33  |         |
|  | No. of documents photocopied/mimeographed   | Photocopying/mimeographing/printing services | 100                | 100               | 4      | 4  | 4  | 4     |         |
|  | Number of ornamental plants/propagated  | Planted and propagated                       | 100                | 105               | 4      | 4  | 4  | 4     |         |
|  | Other Outputs implementing the new normal due to covid 19                             | Disinfect offices & CRs                      | Every three months | Once a month      | 5      | 5  | 5  | 5     |         |
| <b>Total Overall Rating</b>                |   |  |                    |                   |        |    |    | 31.67 |         |
| <b>Average Rating</b>                      |   |  |                    |                   |        |    |    | 4.52  |         |
| <b>Adjectival Rating</b>                   |   |  |                    |                   |        |    |    | 0     |         |

Evaluated & Rated by:

**MA. SALOME B. BULAYOG**

Department Head

Date: \_\_\_\_\_

Recommending Approval

**MOISES NEIL V. SERINO**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 1/28/21

*Comments + Recommendation for next purpose:  
attend seminars/trainings  
related to work  
requirements.*





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: Anelito C. Pernito 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  |

| 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   |   | 55    |   |   |   |   |
| 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  |   | 25    |   |   |   |   |
| Average Score  |   | 4.58  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**MA. SALOME B. BULAYOG**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANELITO C. PERNITO  
Performance Rating : OUTSTANDING

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DFST surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: Dec. 2020

First Step:

Monitor Mr. Pernito's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DOE cleanliness were maintained.

Date: July 2020

Target Date: Dec. 2020

Next Step:

One-on-one meeting with Mr. Pernito.


Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DOE surroundings has improved.

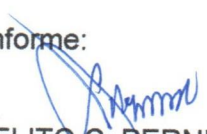
Final Step/Recommendation:

Required Mr. Pernito to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:

  
MA. SALOME B. BULAYOG  
Unit Head

Conforme:

  
ANELITO C. PERNITO  
Ratee