



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: BONIFACIO CASTILLO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	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

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.52

FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

EMELITA S. PAUSANOS
Name of Staff

Reviewed by:

DEEJAY M. LUMANAO
Department/Office Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President



“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BONIFACIO E. CASTILLO, of the Department of Soil Science 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 JULY TO DECEMBER 2024.


BONIFACIO E. CASTILLO
Administrative Aide III
Date: 1/3/25

Approved:


DEEJAY M. LUMANAO
Department Head
Date: 1/3/25

[illegible]


Average Rating (Total Over-all Rating divided by 4)		
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.50
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:
He should stay in the office during office hours after delivering all the documents and do other task.

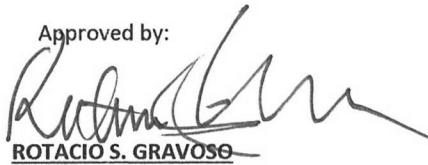
Evaluated & Rated by:


DEEJAY M. LUMANAO
Dept/Unit Head
Date: 1/13/25

Recommending Approval:


SUZETTE B. LINA
Dean, CAFS
Date: 1/10/25

Approved by:


ROTACIO S. GRAVOSO
Vice President
Date: 1/10/25

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					Improved a lot already
Preparation of Teaching Materials		X (DSS meeting)			
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
Coaching					
<ul style="list-style-type: none"> - Root cause analysis - Identifying corrective action - Making of OBE-Syllabus 		Group meeting			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BONIFACIO E. CASTILLO**

Performance Rating: Very Satisfactory (VS)

Aim: To aim for outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: Dec 2024

First Step:

To exercise and practice ISO protocols applicable for the position for excellent service.

Result:

Improved processing of office documents

Date: January 2025 Target Date: June 2025

Next Step:

Continue to follow and practice ISO protocols and other related interventions in processing the documents when applicable to meet excellent performance.

Outcome: Improved processing of office documents and other related to the field functions.

Final Step/Recommendation:

If there are trainings and seminars related to the duties and responsibilities of Admin Aid III, he will be encouraged to attend.

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


BONIFACIO E. CASTILLO
DSS Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **BONIFACIO CASTILLO** 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 (<i>both for subordinates and supervisors</i>)		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		4.58				
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		80.0				
Average Score		4.71				
Overall recommendation:						


DEEJAY M. LUMANAO
 Immediate Supervisor