

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION

January-June 2018

Name of Administrative Staff:  **Felix C. Abanera**

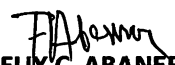
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.20
TOTAL NUMERICAL RATING			4.378

TOTAL NUMERICAL RATING: 4.378


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.378ADJECTIVAL RATING: VS

Prepared by:


FELIX C. ABANERA
 Name of Staff

Reviewed by:


LOURDES B. CANO
 Department/Office Head

Recommending Approval:



LOURDES B. CANO
 Director, ODAHRD

Approved:


REMBERTO A. PATINDOL
 PMT Chairman

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX C. ABANERA**, of the Office of the Director for Administration and Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.


FELIX C. ABANERA
Ratee


LOURDES B. CANO
Rater


MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments	Rating				Remarks
				Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations									
UMFO 6: General Administration and Support Services									
OVPAF MFO 1: Human Resource Management & Development									
ODAHRD MFO 1. Administrative & Support Services Management									
PI.1Efficient and customer friendly frontline service	Entertains clients and serve them promptly, efficiency and effectively	Entertains faculty and staff needing assistance or services of the office	zero complaint from clients served	zero complaint from clients served	5	5	5	5.00	
PI.2 . No. of administrative services and financial/ administrative documents acted within time frame		Acts as alternative public desk assistance officer of the office	zero complaint from clients served	zero complaint from clients served	5	5	5	5.00	
		Reproduces office documents	5000 copies	5,571	4	5	4	4.33	
	Efficient Janitorial and Messengerial Services	Cleans the assigned offices, & CRs twice a day and maintains its cleanliness	100% completed	80% completed	4	4	4	4.00	
		Maintains the surroundings and indoor plants	100% completed	80% completed	4	4	4	4.00	
		Provides transportation service to staff doing official business in the lower campuses	100% complied	100% complied	5	5	5	5.00	
	Processing of financial and personnel related documents	Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents	2207 documents released a day from receipt	2831 documents released a day from receipt	4	5	4	4.33	

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments	Rating				Remarks
				Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
		Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents	350 documents processed	604 documents processed	5	5	4	4.70	
	A4: Performing ad hoc assignments including accreditation & marketing & promotions	Performs ad hoc assignments from the President	100% complied	100% complied	5	5	4	4.70	
ODAHRD MFO5. Personnel Development & Management services									
PI 12. No. of in-house HRD interventions conducted/facilitated	No. of in-house trainings assisted as to venue preparation	Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings	100% complied	80% complied	4	5	4	4.33	
Total Over-all Rating								45.4	

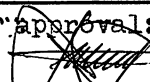
Average Rating (Total Over-all rating divided by 10)	4.54
Additional Points:	
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.54
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

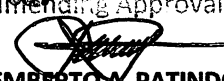
Needs training on good housekeeping.

Reviewed by:

LOURDES B. CANO
 Director, ODAHRD

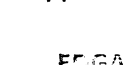
Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
 VP for Adm. & Finance

Date: _____

Approved:
 Recommending Approval

REMBERTO A. PATINDOL
 Vice President &
 Chairman, PMT

Date: _____

Approved by:

EDGARDO E. TULON
 President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

Name of Staff: Felix C. Abanera Position: Administrative 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	○	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		48				

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					
Average Score	4.00				

Overall recommendation:

Should always be in the office when there are no messengerial works to be done.


LOURDES B. CANO
 Name of Head

PERFORMANCE MONITORING FORM
January-June 2018

Exhibit I

Name of Employee: **Felix C. Abanera**

Task No	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Reproduces office documents	5,571	When needed	On the day it is needed	Just in time it is needed	impressive	VS	
2	Cleans the assigned offices, & CRs twice a day and maintains its cleanliness	80% completed	Automatic as part of target	Daily per schedule	Per schedule	impressive	VS	Schedule general cleaning once a week
3	Maintains the surroundings and indoor plants	80% completed	Automatic as part of target	Daily per schedule	Per schedule	impressive	VS	To plant more plants
4	Provides transportation service to staff doing official business in the lower campuses	100% complied	Automatic as part of target	Immediately when requested	Complied immediately	impressive	VS	
5	Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents	2831 documents released a day from receipt	Automatic as part of target	Immediately when requested	On the date needed	Needs improvement	S	
6	Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents	604 documents processed	Automatic as part of target	Immediately when requested	Usually on the date needed	Needs improvement	S	
7	Performs ad hoc assignments from the President	100% complied	Automatic as part of target	Immediately when requested	On the date needed	impressive	VS	
8	Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings	80% complied	Automatic as part of target	Immediately when requested	A day before actual training	impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LOURDES B. CANO
 Director, ODAHRD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX C. ABANERA**

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

To attend training on bookkeeping

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:

FELIX C. ABANERA
Admin Aide III