

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **GENEROSO VEQUIZO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	4.63 x 70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any: 0.1


TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:

  
**GENEROSO L. VEQUIZO**  
Name of Staff

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval:


  
**ANTONIO P. ABAMO**  
Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

## Individual Performance Commitment and Review Form (IPCR)

I, **GENEROSO L. VEQUIZO**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** 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 January to June 2018.

  
**GENEROSO L. VEQUIZO**  
 Ratee


Approved:

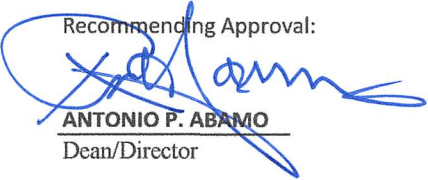
  
**MARIA AURORA T. W. TABADA**  
 Director, ISRDS


MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
<b>Administrative Support Services</b>									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	90% no complaint	100% no complaint	4.70	4.70	4.70	4.70	
Driving Services	Number of passengers delivered/ conducted safely ontime	conducted & fetched staff and visitors	150	200	4.80	4.70	5.00	4.83	
Maintenance of vehicle	Number of times vehicle maintained/cleaned	maintained and cleaned vehicle	55	60	4.60	4.60	4.60	4.60	
<b>Others</b>									
Maintenance of ISRDS front lawn	Number of times lawn maintained/ cleaned	maintained and cleaned lawn	20	35	4.50	4.50	4.50	4.50	

Messengerial services	Number of documents delivered and facilitated	delivered documents	50	50	4.50	4.50	4.50	4.50
<b>Total Over-all Rating</b>					23.10	23.00	23.30	23.13
<b>Average Rating</b>					4.62	4.60	4.66	4.63
<b>Adjectival Rating</b>					OUTSTANDING			

Average Rating (Total Over-all rating divided by 4)	4.63	Comments & Recommendations for Development Purpose:  Always arrives at least 15-30 minutes before the actual departure schedule at the location of the Head of Party  Driver should use cellphone during trips to allow contact with passengers being fetched  Has been responsible for maintaining the ISRDS front lawn with plants & flowers
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:  
  
MARIA AURORA TW. TABADA  
Dept/Unit Head

Recommending Approval:  
  
ANTONIO P. ABAMO  
Dean/Director

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President

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

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

\_\_\_\_\_

1- quality

2- efficiency

3- timeliness

4- average

**EMPLOYEE DEVELOPMENT PLAN**  
**JULY – DECEMBER 2017**

Name of Employee: **GENEROSO L. VEQUIZO**  
Performance Rating: **OUTSTANDING**

Date: January 1, 2018      Target Date: June 30, 2018

First Step:  
Make sure the Toyota and Tamaraw FX are in running condition  
\_\_\_\_\_

Result:  
Both vehicles in running condition. Identify a permanent alternate driver for either vehicle in case driver is not available

Date: October 1, 2018      Target Date: December 31, 2018

Next Step:  
Institutionalize the rating of the quality of driver's service after each trip .  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:

Final Step/Recommendation:  
Continued monitoring of service delivery.

Prepared by:

  
**MARIA AURORA T.W. TABADA**  
Unit Head

Conforme:

  
**GENEROSO VEQUIZO**  
Ratee

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018Name of Staff: GENEROSO L. VEQUIZOPosition: Administrative Aide IV

**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		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					
Average Score	4.83				

Overall recommendation : Outstanding

  
MARIA AURORA TERESITA W. TABADA  
Name of Head