



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

**Annex P**

Name of Administrative Staff: **FLORENTINO D. BOLASTIG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.4
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.4
<b>TOTAL NUMERICAL RATING</b>			<b>4.7</b>


TOTAL NUMERICAL RATING: 4.7

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.7

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:   
**FLORENTINO D. BOLASTIG**  
Name of Staff

Reviewed by:   
**MANUEL D. GACUTAN, Jr.**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

**FLORENTINO D. BOLASTIG Jr.**

Date: 7/11/16/23

Date: 11/16/23

[illegible]

Evaluated & Rated by:

MANUEL D. GACUTAN, JR.

Department Head

Date: 11/13/2023

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: 30 Jan 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/31/24

Comments & Recommendations for Development Purpose:  
Mr. Bclastig should continue learning other admin task such as messengerial/receiving of documents

Rating Scale: 4.6 -5.0 Outstanding  
3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfactory  
2.2-2.9 Unsatisfactory

2.1 - & below Poor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023  
 Name of Staff: Florencio D. Bolasting, Jr. Position: Administrative Aide I

**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.**

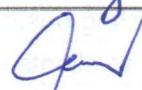
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 58				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	21				
Average Score	4.64				

Overall recommendation : Mr. Bolastig is hardworking and dependable.

  
Manuel D. Gacutan Jr.  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORENTINO D. BOLASTIG, JR.  
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets

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

Date: July 2023 Target Date: December 2023

First Step: Develop self-motivation and initiates project works which can increase production of fresh forage for animals, immediate drying of manure to avoid bad smell and increase of availability of manure for buyers demand, extra effort to assists in customer/student services, constant maintenance on the cleanliness of animal cages and project surroundings.

Result: Had increase animals population resulting more project income, additional income from sales of animal manure, satisfied customers/students service expectation from project workers, and constant cleanliness of project environment/surroundings were pleasing to the eyes of visitors, customers, and students.

Outcome: Project performance is very satisfactory and meets the target.


Final Step/Recommendation:

Continue good attitude and dedication towards work to always meet the target. Committed to learn and extend services.

Prepared by:

  
MANUEL D. GACUTAN, JR.  
Unit Head

Conforme:

  
FLORENTINO D. BOLASTIG, JR.  
Name of Ratee (Staff)