

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JUNITO A. PANONCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.54	70 %	3.18
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30 %	1.30
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: 4.48

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.48

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


Junito A. Panonce
Name of Staff

Reviewed by:



Manolo B. Loreto, Jr.
Office Head

Approved:



BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUNITO A. PANONCE**, of the **USSO** 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 to DECEMBER, 2018.**


JUNITO A. PANONCE
 Ratee

Approved:


MANOLO B. LORETO, JR.
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			A	Remarks
					Q ¹	E ²	T ³		
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administered pscyhological test to examinees.	No complaint	0	5	5	5	5.00	
Student Development	Number of applicants for organization recognition evaluated, screened and interviewed	Evaluates/ Screens and Interviews applicants for recognition of organizations	35	60	5	4	5	4.67	
	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Conducted/Coordinated students' seminars, fora, orientations, jobs fair/job seeking, and conference.	1	4	5	4	5	4.67	General Orientation, Character Enchancement, Serbisyo Estudyante Radio Program, Retooling/Capacity Bldg.
Student Welfare Services									
Guidance & Counseling Unit	Number of guidance activities conducted	Committee Membership in Orientation & other Guidance Activities	2	4	5	4	4	4.33	
	Percentage of students counselled/followed-up	Conducted counseling & academic follow-up	3%	4%	4	5	5	4.67	

Guidance & Counseling Unit	Number of psychological tests adminisitered, checked and scored	Administered, checked and scored psychological test of examinees.	1500	4528	5	4	4	4.33	
	No. of raw scores converted to SAI, Per centile Rank and Stanine	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine	1500	4528	5	4	4	4.33	
	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	300	58	2	4	4	3.33	
Guidance & Counseling Unit	Number of time serving as officer-in-charge of other section	Serves as officer-in-charge of other section	5	10	5	4	5	4.67	
	Number of programs, seminars /forum as resource person	Serve as resource person for programs,seminars and fora	1	6	5	5	5	5.00	
	Needs Assessment of Freshmen	Summarized Needs Assessment of Freshmen	200	353	5	5	4	4.67	
	Profiling of PDS of College Freshmen	Filing the PDS of College Freshmen	200	338	5	5	4	4.67	
Other Services	Number of student clearance signed/documents	Signs clearance of students/Documents Acted	100	272	5	4	5	4.67	
Total Over-all Rating								59.00	


Average Rating (Total Over-all rating divided by 19	4.54
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval	
FINAL RATING	4.54
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations

for Development Purpose:


Must take accreditation for other companies that provides various tools for psychological and non-pyschological testing

Evaluated and Rated By


ANOLO B. LORETO,
Unit Head


Date: _____

Recomending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018Name of Staff: Junito A. PanoncePosition: Guidance Counselor


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		52				
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	4.33				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head