Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

MICHAEL V. MANAGBANAG

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5.	Numerical Rating per IPCR	4.92	70%	3.44
6.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
		4.92		

FOTAL NUMERICAL RATING: Add: Additional Approved Points, if any:	<u>4.92</u>
FOTAL NUMERICAL RATING:	4.92
FINAL NUMERICAL RATING	
ADJECTIVAL RATING:	OUTSTANDING

Prepared by:

√

MICHAEL V./MANAGBANAG

Name of Staff

JESUSITO L. LIM
Department/Office Head

Recommending Approval:

VICTOR B. ASIO Dean/Director

Approved:

BEATRIZ/S. BELONIAS

Vice President

COMPUTATION OF HINAL INDIVISIOAL HAIDING FOR

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		1922 1922 1923	TOTAL NUMBERICAL PATIELS: Add: Additional Approved Forms; IF: TOTAL NUMBERICAL RATING:
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ATTERIALLY, WANASHALLASS No he of Staff

Paperthand Title Head

Recommending Approval.

VACCOR B. ACCOM

Approved

Bast Sick and Signature Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

MICHAEL W. MANAGBANAG

Ratee

Approved:

JEGUSITO L. ŁIM

Head Unit

				R	ating				
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Q1	E2	ТЗ	A4	Remarks
Administrative Support Services	# of documents followed-up and processed	Brings follows-up and processes papers	100	110	5	4	5	4.67	
	# of papers/pages rhizographed	Rhizographed course outline, lab. exer. handouts & office forms	1000	2, 000	5	5	5	5.0	
	# of supplies withdrawn	Assist in the withdrawal of supplies from Supply Office	30	60	5	5	5	5.0	
	# of routes the incoming messages	Routes the incoming messages to the DPM faculty and staff	10	20	5	5	5	5.0	
	# of exams acted as proctor	Acted as proctor during long & final exams	2	4	5	5	5	5.0	
	# of rooms clean	Cleans room in the faculty office	15	27	5	4	5	4.67	
Driving Services	# of trips conducted	Fetch and conduct of VSU Staff on travel outside VSU	10	50	5	5	5	5.0	
		- Drives university "tuyok" around campus	100	200	5	5	5	5.0	
Total Overall Rating									

MDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IF GR)

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MCHAEL W MANAGUANAG

Approved: JSSUSTROLLEM Read Unit

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Remarks	14.4	I ST	E2	150	Accomplishment	Target	Touks Assigned	Success Indicator	anag a Ohm
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Average Rating (Total Over-all rating divided by 4)	4.92	
Additional Points:		
Punctuality		Nose
Approved Additional points (with copy of approval)		/ · •/C
FINAL RATING	4.92	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated & Rated By:	Recommending Approval:	Approved by:	1.
<u>JESUSITO L. LIM</u> Head, DPM	VICTOR B. ASIÓ Dean, CAFS		BEATRIZ S. BELONIAS VP-Instruction
Date:	Date:	Date:	

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 2 Efficiency
 3 Timeliness
 4 Average

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	Date:	Pici	Date:

- 1 Quality 2 Efficiency 3 Timeliness 4 Average

Instrument for Performance Effectiveness of Administrative Staff Rating Period July – December 2018 (Accomplishments)

Name of Staff: MICHAEL V. MANAGBANAG Position: <u>Driver/Messengerial</u>

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 Title	Qualitative Description								
5	Outstanding									
		delivers outputs which always results to best practic	e of th	e uni	t. He	is an				
		exceptional role model								
4	Very Satisfactory	The performance meets and often exceeds the job re	equire	ment	S					
3	Satisfactory	The performance meets job requirements								
2	Fair	The performance needs some development to meet	job re	quire	ment	:S	****			
1	Poor	The staff fails to meet job requirements	-							
Α.	Commitment (both for	subordinates and supervisors)	1		Scale	·				
1.		ty to client's needs and makes the latter's	(5)	4	3	2	1			
		ng business with the office fulfilling and rewarding.	100	•	"	-	-			
2.		clients even beyond official time.	(5)	4	3	2	1			
3.		utine reports required by higher offices/agencies	5	<u>7</u>	3	2	1			
J.		SC, DOST, NEDA, PASUC and similar regulatory]	$ \mathcal{O} $	3	~	+			
		ed time by rendering overtime work even without			l					
	overtime pay.	ed time by rendering overtime work even without								
4.		cks as his/how shows of the office towards and delivers	1/2	-	 _	 _	+-			
4.		sks as his/her share of the office targets and delivers	(5)	4	3	2	1			
E	outputs within the pres		6		-	-	\perp			
5.		elf to help attain the targets of his/her office by	(5)	4	3	2	1			
		who fail to perform all assigned tasks.	107	\-	ļ.,	ļ				
6.		ork on time, logs in upon arrival, secures pass slip	(5)	4	3	2	1			
		sonal matters and logs out upon departure from								
	work.				<u> </u>					
7.		s of her work which is easily retrievable when	(5)	4	3	2	1			
	needed.									
8.	Suggests new ways to f	further improve her work and the services of the	$ \hat{S} $	4	3	2	1			
	office to its clients.									
9.	Accepts additional task	s assigned by the head or by higher offices even if	(5)	4	3	2	1			
	the assignment is not r	elated to his position but critical towards the								
	attainment of the func	tions of the university.								
10.	Maximize office hours	during lean periods by performing non-routine	(3)	4	3	2	1			
		of which results as a best practice that further	10							
	increase effectiveness	of the office satisfaction of clientele								
11.	Accepts objective critic	isms and opens to suggestions and innovations for	1/5	4	3	2	1			
	improvement of his wo		10		-	-	-			
12.	Willing to be trained ar		(5)	4	3	2	1			
		Total Score	1	·						
В.	Leadership & Managen	nent (For supervisors only to be rated by higher	†		Scale					
-	supervisor)	ment (1 of supervisors only to be rated by higher			Jeane					
1.		and expertise in all areas of work to gain trust,	5	4	1	1	1			
		from subordinates and that of higher superiors.	3	4	3	2	1			
2.			_F		_	-	+-			
۷.		to draw strategic and specific plans and targets of	5	4	3	2	1			
3.		aligned to that of the overall plans of the university.	<u> </u>		<u> </u>	 _	 			
э.		ose of improving efficiency and effectiveness of the	5	4	3	2	1			
	satisfaction of clients.	and functions of the department/office for further								
		Caral III Caral					<u> </u>			
4.		for the overall performance and in delivering the	5	4	3	2	1			
	output required of his/					<u> </u>	<u> </u>			
5.	Demonstrates, teaches	, monitors, coaches and motivates subordinates for	5	4	3	2	1			
	their improved efficien	cy and effectiveness in accomplishing their assigned								
	tasks needed for the at	tainment of the calibrated targets of the unit.				<u> </u>	L			
		Total Score	59							
		Average Score	4	916	1.					
		Λ	' /-	11 4	/					

Overall recommendation:

ESUSITO LIM

Instryment for Purcermance Effectivency of Atlant Arterivo Star-Fedory Period July - December 2010 (Accomplishments)

Name of Staff WICHAEL VIMANAGEANAGE

Position: Driver/White-Ingerial

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peparement/office/penter/college/upmous using the scale before 1 activity your rating.

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Overall recommendation:

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: Outstanding
Aim:
Proposed Interventions to Improve Performance:
Date: Target Date:
First Step:
Result:
Date: Target Date:
Next Step:
Outcome:
Final Step/Recommendation: Noge, outstanding jot performance
Prepared by: JESUSITO L. LIM
Conforme: Unit Head
MICHAEL V. MANAGBANAG Name of Ratee Faculty/Staff

EMPLOYES DEVELOPARY MIAN

	Name of Engloyer: <u>Nicharl Vilvanishana</u> Performance Rating: <u>Oursanding</u>
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	Proposed interventions to improve Performance:
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