

Annex P

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

Name of Administrative Staff: **MICHAEL V. MANAGBANAG**

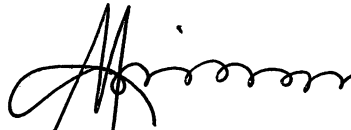
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.92	70%	3.44
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MICHAEL V. MANAGBANAG
Name of Staff


Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

ADMINISTRATIVE STATE
COMPARISON OF BUREAU OF INVESTIGATION

ADMINISTRATIVE STATE

Name of Administrative State

Administrative Rating (1)	Administrative Rating (2)	Administrative Rating (3)	Administrative Rating (4)
Administrative Rating by 1908	4.9	4.9	4.9
Supervisor Head's assessment of his contribution towards attainment of office accomplishments	4.9	4.9	4.9
TOTAL ADMINISTRATIVE RATING			4.9

TOTAL ADMINISTRATIVE RATING
Add Additional Approved Rating
TOTAL ADMINISTRATIVE RATING
TOTAL ADMINISTRATIVE RATING

ADMINISTRATIVE RATING

Approved by: Recommended by:

Department Head

Name of Staff

Recommending Approval

Director & Staff

Approved

Administrative State

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL V. MANAGBANAG, of the Department of Pest Management 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 2018 to December 2018

MICHAEL V. MANAGBANAG

Ratée

Approved: JESUSITO L. LIM

Head Unit

[illegible]

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHAEL V. MANABANG, of the Department of Pest Management, commits to deliver services in accordance with the indicated measures for the period July 2018 to December 2018.

Approved: MICHAEL V. MANABANG
Head Unit

Approved: MICHAEL V. MANABANG
Head Unit

MFO & PAF	Success Indicator	Total Assigned	Target	Actual Accomplishment	Rating	Remarks
Administrative Support Services	# of documents followed-up and processed	Bring follow-up and process papers	100	110	5	4.87
	# of paper/papers reprocessed	Reprocessed papers	1000	2,000	5	5.0
	# of supplies withdrawn	Assist in the withdrawal of supplies from Supply Office	50	50	5	5.0
	# of routes the incoming messages	Routes the incoming messages to the DPM faculty and staff	10	20	5	5.0
Driving Services	# of exams acted as proctor	Acted as proctor during long & final exams	2	4	5	5.0
	# of rooms clean	Clean room in the faculty office	12	27	5	4.87
	# of trips conducted	Fetch and conduct of VSU staff or travel outside VSU	10	50	5	5.0
		Drives university "trucks" around campus	100	200	5	5.0
Total Overall Rating						

Average Rating (Total Over-all rating divided by 4)		4.92	None
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.92	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:

JESUSITO L. LIM
Head, DPM

Date: _____

Recommending Approval:

VICTOR B. ASIÓ
Dean, CAFS

Date: _____

Approved by:

BEATRIZ S. BELONIAS
VP-Instruction

Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Date: _____

Head, DPM
JESUSITO L. LIM

Evaluated & Rated By:

Date: _____

Dean, CAFS
VICTOR B. ASIO

Recommending Approver:

Date: _____

VP-Instruction
BEATRIZ S. BELONIAS

Approved by:

ADJECTIVAL RATING			
FINAL RATING			
Approved Additional points (with copy of approval)			
Productivity			
Additional Points			
Average Rating (Total Overall rating divided by 4)		4.92	

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

Name of Staff: MICHAEL V. MANAGBANAG

Position: Driver/Messengerial

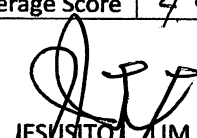
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Title	Qualitative Description
5	Outstanding	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. Maximize 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 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					

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					

Overall recommendation: _____


JESUSITO L. LIM
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael V. Managbanag
Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

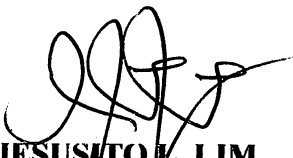
Date: _____ Target Date: _____

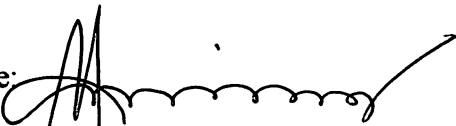
Next Step:

Outcome: _____

Final Step/Recommendation: *None; outstanding job performance*

Prepared by:


JESUSITO L. LIM
Unit Head

Conforme: 
MICHAEL V. MANAGBANAG
Name of Ratee Faculty/Staff

Control

ENTRY OF THE REVIEWER

Name of the Reviewer: Richard J. [illegible]
Performance Rating: Outstanding

Aim:

Proposed interventions to improve performance:

Date: 18 April 1968

First Step:

Result:

Date: 18 April 1968

Next Step:

Final Step Recommendation:

Prepared by:

RECEIVED
UNIT COMMAND

Confirmed:
[Signature]
Name of Reviewer: Richard J. [illegible]