

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

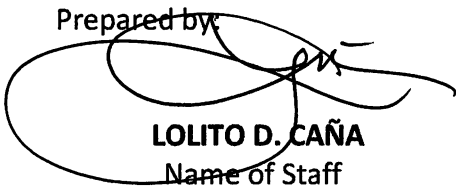
Name of Administrative Staff: LOLITO D. CAÑA

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 5. Numerical Rating per IPCR | 4.44 | 4.44 x 70% | 3.108 |
| 6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.42 | 4.42 x 30% | 1.326 |
| TOTAL NUMERICAL RATING | | | 4.434 |


TOTAL NUMERICAL RATING: 4.434
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.434

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


LOLITO D. CAÑA
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Head, OPO/MMDC/VPP

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOLITO D. CAÑA, of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press) commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2018.


LOLITO D. CAÑA

Ratee

Approved:


EDITHA G. CAGASAN

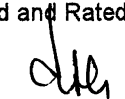
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|--------------------------------------|---------------------------------------|----------------|----------------|----------------|--------------------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Printing Services | Copies of manuals and handbooks printed/No. of reams used for printing | Operates the copy printer | 400 cps manuals & handbooks 80 reams | 3000cps manuals & handbooks 100 reams | 5 | 4 | 5 | 4.67 | |
| Binding Services | Number of books bound (soft/hard) | Performs binding activities | 350 cps softbound 100 cps hardbound | 400 cps softbound 150 cps hardbound | 4 | 4 | 5 | 4.33 | |
| Efficient and customer friendly assistance | Zero Percent complaint from clients served | Entertains clients and facilitates filing-up of job | 70 job orders | 80 job orders | 4 | 4 | 5 | 4.33 | |
| Total Over-all Rating | | | | | | | | 13.33 | |
| Average Rating (Total Over-all rating divided by 3) | | | | | | | | 4.44 | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | | | | 4.44 | |
| ADJECTIVAL RATING | | | | | | | | Very satisfactory | |

Comments & Recommendations for Development Purpose:

He is willing to work beyond office hours to help those who needs his services. Keep up the good work.

Evaluated and Rated by:


EDITHA G. CAGASAN

Head, OPO/MMDC/VPP

Date: _____

Recommending Approval:

N/A

Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2018

Name of Staff: LOLITO D. CAÑA

Position: 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 | | 53 | | | | |
| 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 | | 4.42 | | | | |

Overall recommendation : _____


EDITHA G. CAGASAN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LOLITO D. CAÑA**

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to maintain/repair/operate Printing Press equipment; and to provide printing and binding services to clients

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

Date: **June 2018**

Target Date: **July – December 2018**

First steps:

- Review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

Results:

- No complaints from clients

Date: **December 2018**

Target Date: **January to June 2019**

Next Steps:

- Continue providing guidance in the performance of office duties
- Request administration for the repair of printing equipment currently used to provide printing services to the university
- Resubmit request to the Administration for the extension of the MMDC building so that the printing equipment can be transferred to it from the CFES.

Outcome:

- Printing equipment repaired and is now used to continue providing printing services to the university.
- Extension of MMDC building scheduled to be started in 2019 or 2020.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



Dr. EDITHA G. CAGASAN

Head, Online Programs Office

Conformee:



LOLITO D. CAÑA

Administrative Aide/VPP Incharge