

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: BONIFACIO OQUIAS JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.266	70%	2.9862
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.583	30%	1.3749
TOTAL NUMERICAL			4.3611

TOTAL NUMERICAL RATING: 4.3611


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.3611

ADJECTIVAL RATING: VS


Prepared by:


MARIO C. BANTUGAN
 Name of Staff


Reviewed by:


MARIO LILIO VALENZONA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, PhD
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BONIFACIO OQUIAS JR.** of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July to December 2016**


BONIFACIO OQUIAS
 Ratee

Approved: 
MARIO E. BALIAD
 Head of Unit


MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Cleaning of VSU Campus	No. of Area Maintained	Maintained the campus grounds and surroundings by sweeping, mowing, underbrushing, trimming and pruning of headges, and weeding.	750	900	5	4	4	4.33	
	No. of venue preparation of different activities of the university.	Assisted in venue preparation of defferent activities of the university.	45	50	5	4	4	4.333333	
	Helped in the maintenance of the clealiness and beautification in the campus ground and surroundings	Helped in the cutting of damaging and destructive trees within the campus.	35	45	5	4	4	4.333333	
	Attended to the request of higher official and other departments of the VSU	Helped in the maintenance of the clealiness and beautification in the campus ground and surroundings	30	30	5	4	4	4.333333	
	Performed other duties as maybe assigned by the president of highr officials of the VSU		20	20	4	4	4	4	
Total Over-all Rating								21.33	
Average Rating (Total Over-all rating divided by 4)				4.266	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.266					
ADJECTIVAL RATING				VS					


Received:


Calibrated by:


Recommending Approval:

Approvedby:


 Planning Office


REMBERTO A. PATINDOL, PhD
 PMT


REMBERTO A. PATINDOL
 Vice President


EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Name of Staff: BOMFACIO OQUIAS JRRating Period: JULY – DEC. 2016Position: Adm. 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 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		55				
Average Score		4.583				

Overall recommendation :

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Mano BALIAD
 Name of Head