COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **<u>Reynaldo V. Dosdos</u>**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
	TOTAL NUMERICAL RATING		**4.79**

TOTAL NUMERICAL RATING: <u>   4.79   </u>
Add: Additional Approved Points, if any: <u>   </u>
TOTAL NUMERICAL RATING:
FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

<u>REYNALDO V. DOSDOS</u>
  Name of Staff

Reviewed by:

LEGARIO B. RAMOS
Department/Office Head

Recommending Approval:

<u>**REMBERTO A. PATINDOL**</u>
Dean/Director

Approved:

<u>**REMBERTO A. PATINDOL**</u>
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Reyneldo V. Dosdos, commits to the 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.

REYNALDO V. DOSDOS
Ratee

Approved: **LEGARIO B. RAMOS**
Dept. Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
Repair of IT Equipment	Number of Repaired and maintained IT Equipment	IT Equipment toubleshooting based on job request	30	48	5	5	5	5	
		Cleaning of unit							
		Scan for virusi							
		backup files							
		Hardware installation							
		Software installation							
		update antivirus							
		restore files to main drive							
	Number of Electronic Printer Repaired	Create Continues Ink System(CIS)	2	14	5	5	5	5	
		Troubleshooting /Repair/Testing	2	6	5	4	5	4.67	
	Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair Troubleshooting /Repair/Testing	14	21	5	5	5	5	

					1	2	3	4	
Number of AVR Repair	General cleaning and checkup for repair	3	4	5	5	4	4.67		
	Troubleshooting /Repair/Testing								
Number of UPS Repaired	General cleaning and checkup for repair	5	8	5	5	5	5		
	Troubleshooting /Repair/Testing								
Number of Research data recovered and restored	Ensures 100% data recovery	20	23	5	5	5	5		
Make monthly report	Make a list of units restored for billing purposes	9	13	5	5	5	5		

Total Over-all Rating	
Average Rating (Total Over-all rating divided by 4)	4.91
Additional Points: Punctuality	
Approved Additional points (with copy of approval) FINAL RATING	
ADJECTIVAL RATING	Outstanding

Evaluated by:

LEGARIO B. RAMOS
Dept./Unit Head

Date:_____

Recommending Approval:

REMBERTO A. PATINDOL
PMT

Date:_____

Approved by:

REMBERTO A. PATINDOL
Vice President

Date:_____

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

Comments & Recommendations for Development Purpose:
He must be sent to trainings, seminar workshop in Computer hardware & software for his skill development so that computer tech dynamism can be addressed.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December 2018</u>

Name of Staff: **Reynaldo V. Dosdos** Position: <u>Admin Aide VI</u>

Instruction to super visor: 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. Suggest 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 criticism 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					
AVERAGE 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	78				
Average Score	4.5				

Overall Recommendation   :_____

LEGARIO B. RAMOS
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Reynaldo V. Dosdos</u>

Performance Rating: _____

Aim: <u>Computer advancing technology and this requires a very flexible skills ready to learn and the manpower, hence the ICT personnel must be very versatile in learning new computer</u>

Proposed Interventions to Improve Performance:

<u>Control Aircon and the newly introduced in the market the inverter type. Also electric generator motor rewinding.</u>

Date: <u>July- December 2018</u> Target Date: <u>July 30, 2018</u>

First Step:

- Find regional and national shortime trainings,seminars,workshop, conference and convention related to computer hardware/software installation

Result:

- Several regional, national computer hardware/ software installation/ maintenance related trainings are available.

Date: <u>July-December 2018</u> Target Date: <u>December 31, 2018</u>

Next Step:

- <u>Send R. V.. Dosdos to ref & Aircon related trainings, seminar, workshop, conferences and convention</u>

Outcome:

- Improved skills and technique due to trainings, seminar attended
- Faster trouble diagnose due to enchanced skills..
- Productivity/ efficiency is enchanced as a product of attended trainings..

Final Step/Recommendation:

- RV. Dosdos must be sent to the above mentioned trainings for his services is necessary in the maintenance of the cooling facilities of the university

Prepared by:

LEGARIO B. RAMOS
Unit Head

Conforme:

<u>REYNALDO V. DOSDOS</u>
Name of Ratee Faculty/Staff