

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

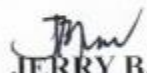
Name of Administrative Staff: Jerry B. Posas

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	7.70	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.70	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>


TOTAL NUMERICAL RATING: 4.68  
 Add: Additional Approved Points, if any:         
 TOTAL NUMERICAL RATING:       

ADJECTIVAL RATING: Outstanding


Prepared by:

  
JERRY B. POSAS  
 Name of Staff

Reviewed by:

  
OTHELLO B. CAPUNO  
 Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:


  
EDGARDO E. TULIN  
 President



Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.73	
ADJECTIVAL RATING	0	

Comments & Recommendations  
for Development Purpose:

Received by:   
Planning Office

Calibrated by:   
~~EDGARDO E. TULLIN~~  
Chairman, PMT

Recommending Approval:  
  
OTHELLO B. CAPONDI  
Vice President

Approved by:   
EDGARDO E. TULLIN  
JOSE L. BACUSMIG  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July - December, 2017

Name of Staff: Jerry B. Posas

Position: Adm. Aide III

**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.**

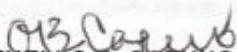
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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				
	5	4	3	2	1
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5				
2. Makes self-available to clients even beyond official time	5				
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			
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5				
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				
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				
7. Keeps accurate records of her work which is easily retrievable when needed.	5				
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4			
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				
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				
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4			
12. Willing to be trained and developed	5				
Total Score					

57 = 4.75

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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					
<b>Average Score</b>	<b>78 = 4.58</b>				

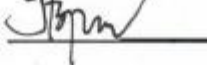
Overall recommendation : \_\_\_\_\_

  
OTHELLO B. CAPUNO  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JERRY B. POSAS  
Performance Rating: OUTSTANDING

Signature: 

Aim: *To have a smooth and efficient office operations.*

Proposed Interventions to Improve Performance

Date: July 1, 2017 Target Date: December 31, 2017

First Step:

1. To deliver and follow-up documents/papers effectively.
2. To attend a training on values orientation workshop.

Result:

1. Systematic recording of documents delivered and achieved

Date: January 1, 2018

Target Date: June 30, 2018

Next Step

1. Assist the incharge in the over-all activity of the office as support staff and work overtime if the necessary.

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Recommended for promotion.

Prepared by:

OTHELLO B. CAPUNO  
Unit Head