



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MICHAEL D. DAGU--UMAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.14	70%	2.898
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.35	30%	1.005
TOTAL NUMERICAL RATING			3.903

TOTAL NUMERICAL RATING: 3.903

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 3.903

FINAL NUMERICAL RATING 3.903

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MICHAEL D. DAGU--UMAN
Name of Staff

Reviewed by:

VENICE B. IBÁÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ACOMPLISHMENT

Michael D. Dag-uman, of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2021.


MICHAEL D. DAG-UMAN

Ratee

Approved:


VENICE B. IBANEZ

Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating			Remarks	
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer -friendly frontline service	0% complaint from client served	95% no complaint	95% no complaint	95% no complaint	4	4	4	4	
Messengerial Services	percent of documents delivered, facilitated and processed within the day of receipt	Deliver, facilitate and process documents within the day of receipt	80%	95%	4	4	3	3.66	

Average Rating(Total Over-all rating divided by 3)		4.14
Additional Points:		-
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose:

Attendance to housekeeping related training.

IB
VENICE B. IBÁÑEZ
 Department Head

Evaluated & Rated by:

IB
VENICE B. IBÁÑEZ
 Department Head
 Date: _____

Recommending Approval:

MS
MOISES NEIL V. SERIÑO
 Dean, CME
 Date: 5/14/22

Approved by:

pyr
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____

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

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Venice B. Ibañez

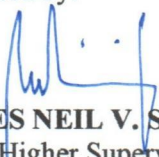
Name of Personnel: Mr. Michael B. Dag-uman

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (pls specify)	
	One-on-one	Group			
Monitoring	x	X			
Coaching	X	x			

Conducted by:


VENICE B. IBAÑEZ
Immediate Supervisor

Noted by:


MOISES NEIL V. SERIÑO
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: DAG-UMAN, MICHAEL Position: UTILITY

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		41				
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		16				
Average Score		3.35				

Overall recommendation : The employee needs to love and be committed in his current role. Moreover, it is recommended that he attend development-related trainings & workshops to enhance his ability & job performance.

Itay
VENICE B. IBÁÑEZ

Printed Name and Signature
Head of Office