



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Florentino D. Bolastig, Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	0.70	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

FLORENTINO D. BOLASTIG, JR.

Name of Staff

Reviewed by:

MANUEL D. GACUTAN, JR.

Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

FLORENTINO D. BOLASTIG, JR.

Approved:

Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplish-ment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Amount of fresh forage cut and feed to animals (kg)	Harvesting of fresh forage and tree leaves	300 kg	500 kg	5	5	4.5	4.83	
	Number of sacks of manure prepared for disposal	Sacking of dry manure	20 sacks	100 sacks	4	5	5	4.67	
	Number of paddocks weeded and fertilized	Weeding and application of fertilizer	5	7	5	5	5	5.00	
	Number times lawn area maintained	Clean/sanitize animal sheds	10	15	5	5	4	4.67	
	Number of customers assisted	Assist customers with their inquiries regarding the animals	10	15	5	5	5	5.00	
	Number of students assisted during laboratory classes	Assist students in performing laboratory classes	20	75	5	5	4	4.67	
	Number of students assisted in the conduct of thesis experiment	Assist students during thesis experiment	1	3	5	5	4	4.67	
	Number of times assisted in treatment of animals	Assist during doing administration and restraining of animals	10	15	5	5	4	4.67	
	Number of times assisted in necropsy and inspection of dead animals and burying of dead animals	Assist during necropsy, inspection and burying/dispose of dead animals	1	6	5	5	5	5.00	
				Total Over-all Rating				43.17	

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.80
Additional Points:		
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development
Purpose: *He is dedicated and has a strong determination to work and meets the target. Committed to learn and extend services.*

Evaluated & Rated by:


MANUEL D. GACUTAN, JR.

Department Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

Dean, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

Rating Scale:

4.6 -5.0 Outstanding

3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfactory

2.2-2.9 Unsatisfactory

2.1 - & below Poor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2022

Name of Staff: Florentino D. Bolastig, Jr.

Position: Administrative 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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his/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/her 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						
Average Score						

Overall recommendation : _____



MANUEL D. GACUTAN, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORENTINO D. BOLASTIG, JR.
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets

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

Date: July 2022 Target Date: December 2022

First Step: Develop self-motivation and initiates project works which can increase production of fresh forage for animals, immediate drying of manure to avoid bad smell and increase of availability of manure for buyers demand, extra effort to assists in customer/student services, constant maintenance on the cleanliness of animal cages and project surroundings.

Result: Had increase animals population resulting more project income, additional income from sales of animal manure, satisfied customers/students service expectation from project workers, and constant cleanliness of project environment/surroundings were pleasing to the eyes of visitors, customers, and students.

Outcome: Project performance is very satisfactory and meets the target.


Final Step/Recommendation:

Continue good attitude and dedication towards work to always meet the target. Committed to learn and extend services.

Prepared by:


MANUEL D. GACUTAN, JR.
Unit Head

Conforme:


FLORENTINO D. BOLASTIG, JR.
Name of Ratee (Staff)