



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Wenifredo T. Soriano

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.57	30%	1.37
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING Outstanding

ADJECTIVAL RATING: 0

Prepared by:

WENIFREDO T. SORIANO
Name of Staff

Reviewed by:

EUSEBIO R. LINA, JR.
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Wenifredo T. Soriano**, of the Department of Mathematics and Physics, **College of Arts & Sciences** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **Jan. 1, 2020 to June 30, 2020**

WENIFREDO T. SORIANO
Administrative Aide III
Date: 11/19/2020

Approved:

EUSEBIO R. LINA, JR.

Head, DMP

Date: 11/20/2020

MFO & PAPs	Success/Performance Indicators(PI)	Tasks Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO:1 Support to Operations									
	PI.1. Percentage of apparatus facilitate and inventory	Facilitates and inventory of apparatus during cov19	90%	100%	5	5	4	4.667	Weekly
	PI.2. Percentage of apparatus regular maintenance of minor trouble shooting	Maintains regular minor trouble shooting	90%	100%	4	5	4	4.333	
	PI.3. Number of laboratory classes assist	Assists laboratory classes before cov19	5	10	5	5	5	5	Scheduled laboratory class within the day
	PI.4 Number of borrowers slip issuance	Issuances of borrowers slip prepared before cov19	5	10	5	4	4	4.33	Students performing their laboratory works experment within the day
	PI.5 Number of laboratory apparatus issuance to students	Issued and received laboratory apparatus to/from students	5	10	5	5	5	5.00	All laboratory apparatus needed by the students in the laboratory class schedule

	PI.6 Number of rooms maintained	Maintained cleanliness in Room EB 205 and EB 206	2		4	4	5	4.33	Everyday
	PI 7. Number of consolidated exercises/manuals	Consolidate exercises/manuals	300 documents	400 documents	5	4	5	4.67	Every semesters
MFO 6:	General Administration and Support Services								
	Efficient and customer friendly frontline service	Served with 0% complaint from client	Customer assistance	0% complaint	no complaint	5	4	5	4.67
	Total Over-all Rating							37.00	
	Average Rating							4.63	
	Adjectival Rating							VS	

Average	4.63	Comments & Recommendations for Development Purpose: <i>Attend Seminars/Trainings on calibration and maintenance of laboratory apparatus and equipment.</i>
FINAL	4.63	
ADJECTI	Outstanding	

Evaluated and Review:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
 Head, DMP
 Date: 11/20/2020

Recommending Approval

Can delario L. Calibo
CANDELARIO L. CALIBO
 Dean, CAS
 Date: 12/1/20

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 12/1/20

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Wenifredo T. Soriano

Position: Administrative Aide II

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		4.75				
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 : _____


EUSEBIO R. LINA, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: WENIFREDO T. SORIANO

Performance Rating: Outstanding

Aim: To improve office operations.

Proposed Interventions to Improve Performance

Date: _____ Target Date: One Year from Date of Intervention

First Step:

1. Weekly inventory of physics facilities.

Result:

1. Systematic inventory of physics laboratory facilities

Date: _____

Target Date: SY 2020-2021

Next Step

1. Application of efficient inventory system

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Prepared by:

EUSEBIO R. LINA, JR.

Unit Head

Conforme:

WENIFREDO T. SORIANO

Ratee