

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ZANDRO G. ISRAEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.416	30%	1.324
TOTAL NUMERICAL RATING			4.593

TOTAL NUMERICAL RATING: 4.593


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.593

FINAL NUMERICAL RATING 4.593

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


ZANDRO G. ISRAEL
Name of Staff

Recommending Approval:


RODEN D. TROYO
Unit Head, GLMU


Approved:

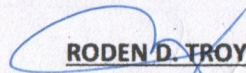

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ZANDRO ISRAEL of the GROUND & LANDSCAPE MAINTENANCE under of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: JULY- DECEMBER 2021

Approved:


ZANDRO G. ISRAEL
Ratee

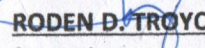

RODEN D. TROYO
Head, Unit

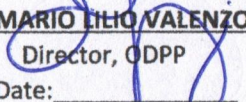
MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FMO1-Ground maintenance & waste management services	PI 1.1 well maintained campus grounds and waste properly collected and disposed	1. Prepares schedule of work activities of LSWMU personnels	5 schedule per work	5 schedule per work	5	5	4	4.67	
		2. Monitors daily work assignments of laborers	15 laborer	15 laborer	5	5	4	4.67	
		4. Monitors the collection and disposal of waste around the campus	5 days/week	5 days/week	5	5	4	4.67	
Total Over-all Rating								14.00	
Average Rating (Total Over-all rating divided by 4)				4.67	Comments & Recommendations for Development Purpose: <i>Attend training on tree pruning.</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.67					
ADJECTIVAL RATING									

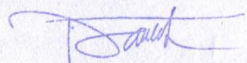
Evaluate & Rated by:

Recommending Approval:

Approved by:


RODEN D. TROYO
Supervisor
Date: _____


MARIO LILO VALENZONA
Director, ODPP
Date: _____


DANIEL LESLIE S. TAN
VP for Admin. & Fiance
Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2021

Name of Staff: ZANDRO G. ISRAEL

Position: Admin. 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				
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		53				
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		4.416				

Overall recommendation : _____


RODEN D. TROYO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Zandro G. Israel

Performance Rating: _____

Aim: To have knowledge on the proper pruning of trees and shrubs

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To attend an online or face to face training or workshops
on proper pruning of trees and shrubs

Result: To have an acquired knowledge and skills on proper
pruning of trees and shrubs

Date: _____ Target Date: _____

Next Step: /


Outcome: Acquired knowledge and skills on pruning of trees and shrubs

Final Step/Recommendation:

Prepared by:


RODEN D. TROYO
Supervisor

Conforme:


ZANDOR G. ISRAEL
Name of Ratee Faculty/Staff