



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	4.67	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.62	30%	1.39
TOTAL NUMERICAL RATING			4.64


TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by: 
WENIFREDO T. SORIANO
Name of Staff

Reviewed by: 
EUSEBIO R. LINA, JR.
Head, DMP

Recommending Approval: 
MA. THERESA P. LORETO
Dean/CAS

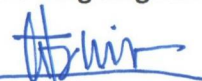
Approved: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs




“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Wenifredo T. Soriano**, of the **Department of Mathematics and Physics** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2021**.


WENIFREDO T. SORIANO
Administrative Aide II
Date: 7/19/21

Approved: 
EUSEBIO R. LINA, JR.
Head, DMP
Date: 7/26/21

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual 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 COVID 19	90 %	100 %	4	5	5	4.67	
	PI. 2. Percentage of apparatus regular maintenance of minor trouble shooting	Maintains regular minor trouble shooting	90 %	100 %	4	5	5	4.67	
	PI. 3. Number of rooms maintain	Maintained cleanliness of room EB 205 & EB 206	2	2	4	5	5	4.67	
	PI. 4. Prepared maintenance and calibration plan for physics laboratory equipment	Maintains and calibration plan for physics equipment	90 %	100 %	5	5	4	4.67	
	PI. 5. Additional Outputs								
		Prepare materials to transport to the new laboratory	100%	80%	5	4	5	4.67	

		rooms							
MFO 6: General Administration and Support Services									
Efficient and customer friendly frontline service	Served with 0 % complaint from client	Costumer assistance	0 complaint	No complaint	5	4	5	4.67	
Total Over-all Rating								28.02	
Average Rating								4.67	
Adjectival Rating								0	

Average		4.67
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Attend trainings/seminars intended for laboratory aides.

Evaluated & Review:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
 Head, DMP
 Date: 7/26/2021

Recommending Approval:

MA. THERESA P. LORETO
MA. THERESA P. LORETO
 Dean, CAS
 Date: Oct. 12, 2021

Approved by:

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Janury- June 2021

Name of Staff: Mr. 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
Score	Total 58 (4.83)				
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	22 (4.40)				
Average Score	40 (4.62)				

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: Improved performance of his duties and responsibilities under the new normal.

Proposed Interventions to Improve Performance

Date: January 2021 Target Date: One year from date of intervention

First Step:

Review his duties and responsibilities to fit under the new normal.

Result:

Defined tasks and responsibilities under the new normal.

Date:

Target Date:

Next Step:

Encourage him to attend seminars and workshops regarding laboratory management under the new normal.

Outcome:

Knowledge on managing/assisting virtual laboratory classes.

Prepared by:

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.

Head, DMP

Conforme:

Wenifredo T. Soriano
WENIFREDO T. SORIANO

Ratee