



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **EDUARDO B. ASILOM**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.49	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.62</b>

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**EDUARDO B. ASILOM**  
Name of Staff


Reviewed by:

  
**CHARIS B. LIMBO**  
Department/Office Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean, College of Education

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs


**Vision:**


**Mission:**

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and innovative technologies for sustainable communities and environment.

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Eduardo B. Asilom, Administrative Aide III of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

  
**EDUARDO B. ASILOM**  
 Ratee

Approved:   
**CHARIS B. LIMBO**  
 Director, IHK  
 Date: \_\_\_\_\_

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Number of completion of grades processed as requested	Processed documents as requested	20	40	5	5	5	5.00	
Messengerial Services	Number of documents served within the day of receipt	Documents served within the day	15	15	4	4	4	4	
	Number of documents submitted/ process/ followed up within the day of receipt: Travel Order / <b>RIS</b> /Trip Tickets / <b>Purchase Request</b> DTRs/CSRs Class Rosters/Gradesheets -Payroll for JO Personnel - Cash Advance Replenishment - Vouchers for Payment - Contract of Services - Clearance processing	Documents submitted/ processed/ followed-up for approval	15 50 100 20 8 20 8 8	15 120 160 20 10 20 11 8	4 5 5 4 4 4 4 4	4 4.5 5 4 4 4 4 4	4 5 5 4 5 5 4.5 4	4 4.83 5 4 4.33 4.33 4.17 4.00	



	- Communications/Notices of Meeting	Delivered notices of meetings/communications to different offices/ departments	50	60	5	5	5	5.00	
Janitorial Services	Number of students' male and female comfort rooms, shower rooms cleaned and maintained	Cleaned CR male and female students & faculty male/female cleaned and	4	4	4	4	4	4.00	
Other Services	No. of Instructional Materials reproduced/ risographed within specified time	Reproduction of instructional materials	500	5000	4	5	5	4.67	
	No. of Instructional Materials for softbinding within specified time	Binded Instructional Materials	500	1000 (LGs)	5	5	5	5.00	
	Number of rackets served per clientele	Regutting of rackets served	10						Sports competition suspended
Total Over-all Rating					66	67	70	67.33	269.33
Averaged Rating					4.4	4.4	4.6	4.489	17.96

Average Rating (Total Over-all rating divided by 4)	17.96	4.49
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

*Cooperative & with good work attitude.*

Evaluated & Rated by:

**CHARIS B. LIMBO**

Unit Head

Date: \_\_\_\_\_

Recommending Approval:

**BAYRON S. BARREDO**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Vice-Pres. for Academic Affairs

Date: 2/2/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2020

Name of Staff: Eduardo B. Asilom

Position: Property Custodian

**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

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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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
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 : Works in a cooperative manner with other staff.  
Good work! Congratulations!

**CHARIS B. LIMBO**

Printed Name and Signature  
 Head of Office

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## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDUARDO B. ASILOM**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep of the area assigned

Proposed Intervention to Improve Performance:

There are two utility workers in the department, the other one will be retiring on April 2021 and the existing one cannot keep up all the bulk of works since the department/office is always involved in the University-wide activities, hence, to hire additional utility worker to replace the position.

Date: January 2021

Target Date: April 2021

First Step:

- \* Hire additional utility to help in the jobs assigned

Result:

- \* Ensure clean and safe environment

Date: January – June 2021

Target Date: January – June 2021

Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

Final Step/Recommendation:

The employee has a very good work attitude, with the bulk of work additional utility can be of great assistance.

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**EDUARDO B. ASILOM**  
Name of Ratee/Staff