



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MICHAEL V. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.913

TOTAL NUMERICAL RATING: 4.913
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.913

ADJECTIVAL RATING: OUTSTANDING

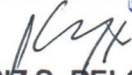
Prepared by: 
MICHAEL V. MANAGBANAG
Name of Staff

Reviewed by: 
MARY JOY M. ABIT
OIC-Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

I, MICHAEL V. MANAGBANAG, of the Department of Pest Management 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 2019 to December 2019

Ratee

~~MARY JOY M. ABIT~~

OIC-Head Unit

[illegible]

Average Rating (Total Over-all rating divided by 4)		4.91	Attend training on handling office tasks related to organization and communication.
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.91	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:

MARY JOY MYABIT
OIC-Head, DPM

Date: _____

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Date: _____

Approved by:

BEATRIZ S. BELONIAS
VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____
 Name of Staff: MICHAEL V. MANAGBANAG Position: AD - 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						
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		59/12 = 4.92				

Overall recommendation :

MARY JOY M. ADIT
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael V. Managbanag
Performance Rating: Outstanding

Aim: Enhance office tasks management on organization & communication

Proposed Interventions to Improve Performance:

Date: Feb - June 2020 Target Date: Feb - June 2020

First Step: Inquire from HR if there are trainings on office management on organization & communication

Result: Sign in to attend training

Date: Feb - June 2020 Target Date: Feb - June 2020

Next Step: Attend training

Outcome: Enhanced office tasks management on organization & communication

Final Step/Recommendation:

Prepared by:

MARY JOY M. ABIT
Unit Head

Conforme:

MICHAEL V. MANAGBANAG
Name of Ratee Faculty/Staff