



**Annex P**

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

Name of Administrative Staff: RAUL ANTHONY S. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.835	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83

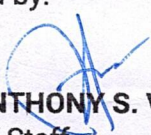
Add: Additional Approved Points, if any: \_\_\_\_\_

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

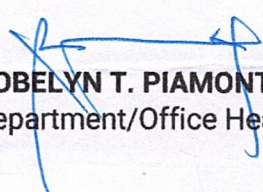
FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**RAUL ANTHONY S. VALENZONA**  
Name of Staff

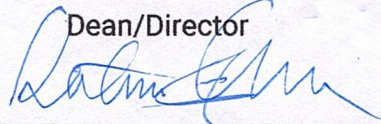
Reviewed by:

  
**ROBELYN T. PIAMONTE**  
Department/Office Head

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs





# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAUL ANTHONY S. VALENZONA**, Administrative Aide III 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 **January** to **June**, **2024**.

**RAUL ANTHONY S. VALENZONA**

Ratee

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

Approved: \_\_\_\_\_

**ROBELYN T. PIAMONTE**

Head of Unit

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	# of course materials typed	Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines, Table of Specifications and examinations.	50	55	5	5	4	4.67	
	# of DTR checked, countersigned and recorded	Prepared /checked/distributed Daily Time Record for Administrative staff, faculty, and Job Order workers	40	66	5	4	5	4.67	
	# of Travel Order, Application for Leave prepared/checked/recorded	Prepared Travel Orders (TOs), Leave of Applications, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor	20	87	5	5	5	5	
	# of copies of memos of meetings, webinars..etc printed/routed for faculty and staff	printed and distributed memos of the meetings/webinars for faculty and staff.	30	35	5	4	5	4.67	
	# of documents prepared and Processed	Typed/printed Appts, PR, RAIS, Vouchers, JO Payrolls, JO Contracts, PPMP, Communications	20	123	5	5	5	5	



	# of documents photocopied, sorted and filed	Sorted and filed incoming/outgoing communications, reports and memoranda.	150	350	5	5	4	4.67	
	# of Examinations assisted	Act as proctor during examinations		4	5	5	5	5	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc.	80%	100%	5	5	5	5	
<b>Total Over-all Rating</b>								38.68	

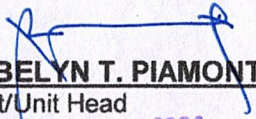
<b>Average Rating</b>		4.835
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		4.835
<b>ADJECTIVAL RATING</b>		Outstanding


Attend trainings/workshops on skills development

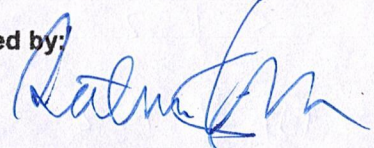
**Evaluated & Rated by:**

**Recommending Approval:**

**Approved by:**

  
**ROBELYN T. PIAMONTE**  
 Dept/Unit Head  
 Date: JUL 23 2024

  
**SUZETTE B. LINA**  
 Dean/Director  
 Date: JUL 25 2024

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: JUL 26 2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

**Name of Office:** DEPARTMENT OF PEST MANAGEMENT

**Head of Office:** ROBELYN T. PIAMONTE

**Number of Personnel:** 10

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> IPCR Targets for CY 2024  Assignment of Teaching Load  TOS and Syllabus Preparation  Preparation of documents for ISO Surveillance Audit, AACUP Accreditation, and for CHED COPC application		Meeting with DPM Faculty and Staff    Meeting with concerned faculty and staff			Teaching load equally distributed    Documents prepared for, AACCUP Accreditation and CHED COPC
<b>Coaching</b>  What document to get and prepare for ISO surveillance audit, AACCUP Accreditation and CHED COPC application					Documents needed secured from concerned offices and staff

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

**ROBELYN T. PIAMONTE**  
Immediate Supervisor

Verified by:

**SUZETTE B. LINA**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raul Anthony S. Valenzona

Performance Rating: \_\_\_\_\_

Aim: Systematic filing and records keeping

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July - Dec 2024

First Step: Attend seminars on records keeping and document recording  
\_\_\_\_\_  
\_\_\_\_\_

Result: acquire basic knowledge on records keeping  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: July - Dec 2024

Next Step: apply acquired knowledge to the present filing system  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: Easy access and retrieval of documents and files

Final Step/Recommendation:

Attend refresher courses basic computer knowledge and information technology

Prepared by:

  
**ROBELYN T. PIAMONTE**  
Unit Head

Conforme:

  
**RAUL ANTHONY S. VALENZONA**  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: RAUL ANTHONY S. VALENZONA

Position: Administrative Aide IV

**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>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		58				
Average Score		4.83				
Overall recommendation:						

**ROBELYN T. PIAMONTE**  
Immediate Supervisor