



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: SAULAN, JOSE F.

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.2 | 70% | 2.94 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 3.9 | 30% | 1.17 |
| TOTAL NUMERICAL RATING | | | 4.11 |

TOTAL NUMERICAL RATING: 4.11

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.11

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff


VICENTE A. GILOS
Department/Office Head

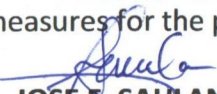
Approved:


ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

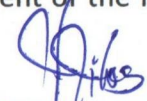
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE F. SAULAN, of the University Library 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-December 2021


JOSE F. SAULAN
Ratee

Approved:


VICENTE A. GILOS
Head of Unit

| MFO & PAPs | Success Indicators | Persons Responsible | Target | Accomplishment | Rating | | | | Remarks |
|---|---|---------------------|--------------------------|----------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OCLMFO 6 GENERAL ADMINISTRATION and SUPPORT SERVICES | Pl.1 Number of communications/notices/ac knowledge letters send to other Departments | Messengerial Work | 40 Communications | 67 | 5 | 5 | 5 | 5 | |
| | Pl.2 Number of Purchase Request sent | Messengerial Work | 10 Purchase Request | 14 | 4 | 4 | 4 | 4 | |
| | Pl.3 Number of Disbursement Voucher | Messengerial Work | 10 Disbursement Voucher | 10 | 4 | 4 | 4 | 4 | |
| | Pl.4 Number of JO Contract of Service | Messengerial Work | 5 JO Contract of Service | 6 | 4 | 4 | 4 | 4 | |
| | Pl.5 Number of Application for Leave | Messengerial Work | 15 Application for Leave | 18 | 4 | 4 | 4 | 4 | |
| | Pl.6 Number of JO Payroll | Messengerial Work | 6 JO's Payroll | 14 | 4 | 4 | 4 | 4 | |
| | Pl.7 Number of Job Request | Messengerial Work | 2 Job Request | 2 | | | | | |
| | Pl.8 Number of DTRs attached VL/SL | Messengerial Work | 70 DTRs | 132 | 5 | 5 | 4 | 4 | |
| | Pl.9 Number of Inspection Reports with Sales Invoice | Messengerial Work | 48 Inspection Report | 10 | 3 | 4 | 4 | 3.66 | |
| | Pl.10 Number of RIS | Messengerial Work | 10 RIS | 10 | 3 | 4 | 4 | 3.66 | |
| | Pl.11 ARE's (Books) | Messengerial Work | 120 AREs (Books) | 120 | 4 | 4 | 4 | 4 | |

| | | | | | | | | | |
|--|---|--------------------|---|-----------|---|---|---|---|--------------|
| | Pl.12 Number of hours spent in Housekeeping. | Utility Work | 100 hours | 120 hours | 5 | 5 | 5 | 5 | |
| | Pl.13 Number of hours spent in maintaining the library lawn | Utility Work | 40 hours | 48 hours | 5 | 5 | 5 | 5 | |
| | Pl.14 Number of hours spent in cleaning window glasses | Utility Work | 20 hours | 24 hours | 5 | 5 | 5 | 5 | |
| | Pl.15 Number of goods delivery received. | Utility Work | 40 goods | 43 goods | 5 | 5 | 5 | 5 | |
| OCLMFO 7 Efficient and Customer-friendly | Pl. 1 Efficient and customer-friendly frontline service | Messengerial Work | 0 Complaint from client | 0 | 5 | 4 | 3 | 4 | |
| OCLMFO 3 SUPPORT TO OPERATIONS | Pl.1 Number of books inventoried | Technical Services | Number of hours Bookshelves inventoried | | | | | | No inventory |

| | | |
|--|-------|--|
| Average Rating (Total Over-all rating divided by) | 64.32 | |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.28 | |
| ADJECTIVAL RATING | "VS" | |

Comments & Recommendations for Development Purpose:

He is a well-bounded utility worker. But still needs to maintain an accurate record of all accomplish tasks.

Evaluated & Rated by:

VICENTE A. GILOS

Dept./Unit Head

Date: _____

Approved by:

ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

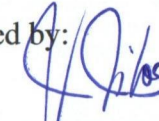
PERFORMANCE MONITORING FORMName of Employee: Saulan, Jose F..

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|-----------------|---|------------------------|----------------------|------------------------------------|---------------------------------|---------------------------|--|--------------------------------|
| 1 | Sends communications, notices, acknowledgement letters to other departments | 240 | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 2 | Receives goods delivery and documents | 50 | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 3 | Cleans window glasses | | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



VICENTE A. GILOS

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: SAULAN, JOSE F.

Position: ADMIN. AIDE I

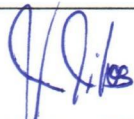
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | <u>4</u> | 3 | 2 | 1 |
| 2. | Makes self-available to clients even beyond official time | 5 | <u>4</u> | 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 | <u>4</u> | 3 | 2 | 1 |
| 4. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | <u>5</u> | 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 | <u>4</u> | 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 | <u>3</u> | 2 | 1 |
| 7. | Keeps accurate records of her work which is easily retrievable when needed. | 5 | 4 | <u>3</u> | 2 | 1 |
| 8. | Suggests new ways to further improve her work and the services of the office to its clients | 5 | <u>4</u> | 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 | <u>4</u> | 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 | <u>4</u> | 3 | 2 | 1 |
| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 5 | <u>4</u> | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | <u>4</u> | 3 | 2 | 1 |

| | | | | | | |
|---|---|-------|---|---|---|---|
| Total Score | | 47 | | | | |
| 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 | | 3.9 | | | | |

Overall recommendation :


VICENTE A. GILOS
Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose F. Saulan.

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: JULY 2021 Target Date: DECEMBER 2021

First Step:

Assigning Mr. Saulan to other tasks and suggesting to make save that he will records
the tasks and outputs in his record book.

Result:

His recordbook entries are now improving.

Date: _____ Target Date: _____


Next Step:

He needs to maintain proper recording and record keeping.


Outcome: _____

Final Step/Recommendation: _____

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JOSE F. SAULAN
Name of Ratee Faculty/Staff