

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

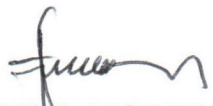
Name of Administrative Staff: **HENRY P. MODINA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: 4.78  
Add: Additional Approved Points, if any: 0.00  
FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**HENRY P. MODINA**  
Name of Staff

Reviewed by:

  
**IVY C. EMNACE**  
Head, DFST

Recommending Approval:

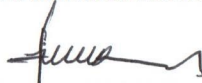
  
**VICTOR B. ASIO**  
Dean, CAFS

Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Henry P. Modina, of the Department of Food Science and Technology, College of Agriculture and Food Science commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period February to June 2019.

  
**HENRY P. MODINA**  
 Ratee

Approved:

  
**IVY C. ENNACE**  
 Head, DFST

  
**VICTOR B. ASIO**  
 Dean, CAFS

MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Messengerial Services	Number of memoranda and other documents served within the day of receipt	Messengerial	Documents delivered within specified time	80%	90%	5	5	4	4.67	
	Number of documents processed for approval	Messengerial	Processed documents for approval to respective units	25	40	5	5	5	5.00	Letter requests, cash advances, Purchase requests and other docs.
	Follow-up documents for approval in different units	Messengerial	Followed-up documents and accomplished transactions	15	35	5	5	4	4.67	PR's and other procurement related documents
	Number of forms facilitated, submitted and delivered	Messengerial	Submitted and delivered forms	85	95	5	5	5	5.00	DTR's, Application for Leave, travel orders, payrolls, etc
Janitorial Services	Number of offices and comfort rooms maintained & cleaned	Janitorial	Maintained and cleaned offices	5	7	4	4	5	4.33	Faculty offices and administrative area
	Number of comfort rooms maintained and cleaned	Janitorial	Maintained and cleaned comfort rooms	2	5	4	4	5	4.33	
	Number of Lec/Lab rooms maintained	Janitorial	Maintained and cleaned lecture and laboratory rooms	2	5	5	5	5	5.00	
	Maintained cleanliness in the department surroundings	Janitorial	Maintained cleanliness in the dept.	85%	95%	5	5	5	5.00	

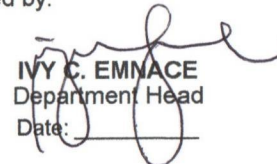
General Administration and Support Services (GASS)	Efficient and customer friendly frontline service	Served with 0% complaint from client	General Services	Customer assistance	0% complaint					
Total Over - all Rating									38.00	

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
Adjectival Rating		OUTSTANDING


Comments & Recommendations for Development  
Purpose:

Should improve processing and monitoring  
of documents

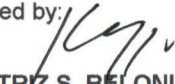
Evaluated and Rated by:

  
IVY C. EMNACE  
Department Head  
Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
College Dean  
Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
VP for Instruction  
Date: \_\_\_\_\_



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: HENRY P. MODINA Position: Admin. Aide 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		58				
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	5	4	3	2	1

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : HENRY P. MODINA  
Performance Rating : OUTSTANDING

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DFST surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: June 2019

First Step:

Monitor Mr. Modina's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DFST cleanliness were maintained.

Date: January 2019

Target Date: June 2019

Next Step:

One-on-one meeting with Mr. Modina


Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DFST surroundings has improved.

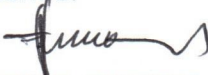
Final Step/Recommendation:

Required Mr. Modina to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:

  
**IVY C. EMNACE**  
Unit Head

Conforme:

  
**HENRY P. MODINA**  
Ratee