COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July - December 2019

Name of Administrative Staff: **ALFREDO D. FLORENDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	0.70	3.37
2.			
3. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any: ___

TOTAL NUMERICAL RATING: ___

ADJECTIVAL RATING: O

Prepared by:

ALFREDO D. FLORENDO
Name of Staff

Reviewed and Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ALFREDO D. FLORENDO**, of the __Office of the Vice President for Instruction__ commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period _____July_____ to _____December_____, 2019.

ALFREDO D. FLORENDO
Admin Aide III

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
UMFO 1: Advanced Education Services									
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Distributed notice of meetings to department heads for evaluation of RQAT results	5	30	5	5	5	5.00	
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Distributed notice of meetings of the Honors & Awards Committee to evaluate & determine graduating students with latin honors	5	5	4	5	5	4.67	
		Bought & assisted in serving snacks during the Honors and Awards Committee meetings	5	10	5	5	5	5.00	
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing	Bought & assisted in serving snacks during	9	108	5	5	5	5.00	

advanced research degree programs (PhD) facilitates, monitored and assisted	Scholarship/Fellowship Awards Committee meetings;						
	Facilitated signatories of the minutes of the scholarship committee meetings	9	108	5	5	4	4,67

OVPI MFO 2. Faculty Recruitment/Hiring Services

PI 1: Number of faculty recruited/hired with at least master's degree	Bought & assisted in serving snacks during APB meetings	9	108	5	5	5	5.00
	Facilitated signatories of APB members for the minutes of the meetings	9	108	5	5	4	4.67

OVPI MFO 6. Library Services

PI 1: Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Distributed notice of meetings to Library Committee members	10	10	3	5	5	4.33

OVPI MFO 7. Distance Education Services

UMFO 6. GASS

OVPI MFO 1. Administrative and Facilitative Services

PI 1: Number of colleges, departments & support units supervised, monitored & coordinates	Facilitated requests of the different colleges, departments, faculty and staff	30	30	4	5	4	4.33
	Distributed office memoranda to all departments & colleges	70	1344	5	5	5	5.00
Messengerial Services	Delivered documents to different offices	5	40	5	5	5	5.00
Janitorial Services	Cleaned offices before and after office hours	3	60	5	5	5	5.00
Photocopying Services	Photocopied documents for reproduction	150	900	5	5	5	5.00

OVPI MFO 2. Frontline Services

PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	4	4.67

Best practices/new initiatives

Total Over-all Rating	66.00	70.00	66.00	67.34
Average Rating	4.71	5.00	4.71	4.81

			Comments and Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 4)		4.81	
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.81	
ADJECTIVAL RATING			

Evaluated and Rated by:

BEATRIZ S. BELONIAS, Ph.D.
Unit Head

Approved by:

BEATRIZ S. BELONIAS, Ph.D.
Vice President for Instruction

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July - December 2019**
Name of Staff: **ALFREDO D. FLORENDO**   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	56/12				
Average Score	4.67				

Overall recommendation   : _____

BEATRIZ S. BELONIAS
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: _____OVPI_____

Head of Office: _____DR. BEATRIZ S. BELONIAS____

Number of Personnel: _____ALFREDO D. FLORENDO_____
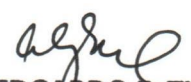
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching					

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

Conducted by: Noted by:

BEATRIZ S. BELONIAS   **EDGARDO E. TULIN**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALFREDO D. FLORENDO**
Performance Rating: _____

Aim: <u>To efficiently perform my task by extending services to the clientele with humility and satisfaction from the clientele</u>
_____.

Proposed Interventions to Improve Performance:

Date: _____   Target Date: _____ July – December 2019 _____

First Step:

Perform messengerial/janitorial services diligently and without any complaint from colleagues and the clientele.

Result:

Needs improvement in the performance of janitorial services in the assigned offices.

Date: _____   Target Date: _____ July – December 2019 _____

Next Step: _____

Final Step/Recommendation:

_Participate in any short-term training to motivate and encourage the staff_____

Prepared by:

Conforme:

BEATRIZ S. BELONIAS
Unit Head

ALFREDO D. FLORENDO
Admin. Aide II