

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Legario B. Ramos**
July - December 2017

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.90	X70%	3.43
2.Supervisor/ Head's assessment of his contribution towards attainment of office accomplishments	4.76	X30%	1.42
TOTAL NUMERICAL RATING			4.85

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Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING

ADJECTIVAL RATING:

Outstanding

Prepared by:

MARCO L. CABRAS
Utility messenger

Reviewed by:


REMBERTO A. PATINDOL
Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2017Name of Staff: Legario B. Ramos Position: Admin Officer IV

Instruction to super visor: 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. Suggest 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 criticism 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		57				
AVERAGE 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		24				
Average Score		4.76				

Overall Recommendation

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REMBERTO A. PATINDOL

Name of Head

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Legario B. Ramos, Unit Head ILFMU 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 2017.

LEGARIO B. RAMOS
Ratee


REMBERTO A. PATINDOL
Head of Unit

- UMFO 6: General Administration and Support Services
OVPAF MFO 4: Physical Facilities Development and Maintenance
GSD MFO 6: Instrumentation and Laboratory Facilities Maintenance

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ILFMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance	PI 1. Number of laboratory equipment maintained	Evaluate and determine cost of repair	8	8	100%	5	5	4	4.67	
	PI 3. Number of cooling facilities maintained	Repair/Clean /Installed	75	104	100%	5	5	5	5.00	
	PI 4. Number of IT equipment maintained	Clean and repair	30	45	100%	5	5	4	4.67	
	PI 5. Number of multimedia equipment repaired	Evaluate and troubleshoot	5	8	100%	5	5	4	4.67	
	PI 7. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%	100%	100%	5	5	5	5.00	
MFO Documentation of Repaired Equipment/Record keeping	PI 8. Number of equipment documented/recorded	Keep record/document repaired equipment	150	161	100%	5	5	4	4.67	
MFO Inspection of Laboratory Equipment and Supply	PI 1. Number of laboratory equipment inspected	Inspect lab equipment	50	145	100%	5	5	5	5.00	
	PI 2. Number of lab supply inspected	Inspect lab supply	500	1354	100%	5	5	5	5.00	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"TARGET"

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LEGARIO B. RAMOS
Ratee


REMBERTO A. PATINDOL
Head of Unit

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MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ILFMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance	PI 1. Number of laboratory equipment maintained	Evaluate and determine cost of repair	8							
	PI 3. Number of cooling facilities maintained	Repair/Clean /Installed	75							
	PI 4. Number of IT equipment maintained	Clean and repair	30							
	PI 5. Number of multimedia equipment repaired	Evaluate and troubleshoot	5							
	PI 7. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%							
MFO Documentation of Repaired Equipment/Record keeping	PI 8. Number of equipment documented/recorded	Keep record/document repaired equipment	150							
MFO Inspection of Laboratory Equipment and Supply	PI 1. Number of laboratory equipment inspected	Inspect lab equipment	50							
	PI 2. Number of lab supply inspected	Inspect lab supply	500							

