

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
(January – June 2017)**

Name of Administrative Staff: **RONILLO V. CANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	x 70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	x 30%	1.27
TOTAL NUMERICAL RATING			4.51

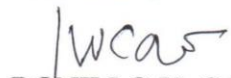
TOTAL NUMERICAL RATING: - 4.51

Add: Additional Approved Points, if any: -


TOTAL NUMERICAL RATING: -

ADJECTIVAL RATING: - Outstanding


Prepared by:


RONILLO V. CANO
Name of Staff

Reviewed by:


CELSO GUMAOD
Head, Dept. of Mechanical Engineering

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

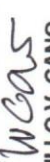
Approved:



EDGARDO E. TULIN
President

Visayas State University
College of Engineering
DEPARTMENT OF MECHANICAL ENGINEERING
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RONILLO V. CANO**, Staff of the Department of Mechanical Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.


RONILLO V. CANO
Admin. Assistant II
Date: 14 August 2017


CELSO GUMAOD
Department Head
Date: 14 August 2017

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of documents prepared/encoded/processed/ followed-up	Documentation	Prepare, process and follow-up of administrative and financial matter of the office/unit.	100	180	4	4	5	4.3	Prepared administrative and financial documents of the office like Cash advance, Pre-travel, Trip ticket, Reimbursement, Petty cash, RIS, DTR, PPMP, etc.
		PI 2. Number of documents released & processed on time.	Documentation	Processes and releases documents on time.	50	80	5	4	5	4.7	Travel Request, Cash Advance, Reimbursement of Travel, Liquidation of Cash Advance, Purchased Request, PPMP, Itinerary of Travel, Trip Ticket, DTR, Appointment of VSU-TESDA Based Skills Training Program
		PI 3. Number of documents attended and served	Documentation	Assist on to be signed and approved documents	30	50	5	4	5	4.7	Facilitated in the signing of documents for Head of office
		PI. Number of documents photocopied	Service	Photocopied documents	300 pages	500 pages	5	4	5	4.7	Photocopied documents
		PI. Number of Faculty Performance Evaluation Facilitated per semester/subject.	Faculty Performance Evaluation	Facilitates Teachers Performance Evaluation	4 Faculty	23 Total faculty subjects evaluated	5	5	4	4.7	Facilitated the Teachers Performance Evaluation

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017

Name of Staff: RONILLO V. CANO

Position: Administrative Asst. II

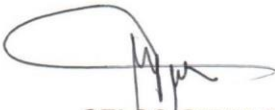
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	51				
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	4.25				

Overall recommendation : _____



CELSON GUMAOD
Name of Head