

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARACELI M. MANAGBANAG

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.46 | 70% | 3.12 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.91 | 30% | 1.47 |
| TOTAL NUMERICAL RATING | | | 4.59 |

TOTAL NUMERICAL RATING:

4.59

Add: Additional Approve Point, if any:

TOTAL NUMERICAL RATING:

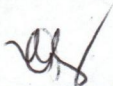
4.59

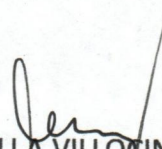
ADJECTIVAL RATING:

VERY SATISFACTORY


Prepared by:

Reviewed by:

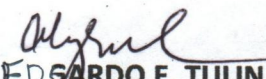

ARACELI M. MANAGBANAG
Name of Staff


ALELI A. VILLOCINO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Araceli M. Managbanag, Administrative Aide III of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2016.

ARACELI M. MANAGBANAG

Ratee

ALEX A. VILLOCINO

Director, IHK

Date: _____

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | | Remarks |
|---|---|--|-------------------|-----------------------|----------------|----------------|----------------|------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | | A ⁴ | |
| Administrative Support Services | | | | | | | | | | |
| Efficient and customer-friendly frontline service | 0% complaint from client served | Served clients | 100% no complaint | 100% no complaint | 5 | 5 | 5 | 15 | 5.0 | |
| Student Development & Welfare Support | Percentage of documents requested by students served on time; 1. Varsity PE classes Exemption forms 2. Travel Forms: a. Travel Order c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) c. Travel Vouchers | Served documents as requested Released forms every after midterm exam | 85% | 90% | 5 | 4.5 | 4.3 | 13.8 | 4.67 | |
| | Students Grades Inquiries & Completion of Grades served and released | Released grades to students applying for financial assistance | 40 | 70 | 5 | 5 | 4 | 14 | 4.67 | |
| | Number of end-users of the VSU Gym & University Sports Facilities & billed of accounts served on time | Served & logged VSU Gym & Sports facilities reservations | 35 | 40 | 5 | 4.5 | 4 | 13.5 | 4.50 | |
| | Percentage of documents requested by students served on time | Issued documents on time as requested | 95% | 100% | 5 | 5 | 4 | 14 | 4.67 | |

| | | | | | | | | | | |
|---------------------------------|---|--|--------------------------------|--------------------------------|----|------|------|------|-------|------------------------|
| Teaching Performance Evaluation | Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation | Facilitated teaching performance evaluation and submitted the same to OVPI | 15 | 20 | 5 | 5 | 4 | 14 | 4.67 | 2nd sem., SY 2015 |
| | Number of sets/sections/evaluation instruments stapled and submitted to OVPI for IHK faculty students evaluation | Prepared/stapled IHK faculty students evaluation | 60 sections for 14 IHK faculty | 84 sections for 14 IHK faculty | 5 | 4.5 | 4.5 | 14 | 4.67 | 2nd sem., SY 2015 |
| Teaching Load | Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission | Prepared/encoded and submitted Individual Faculty workload | 10/faculty | 14 faculty | 5 | 4.5 | 4.5 | 14 | 4.67 | 2nd sem., SY 2015-2016 |
| | Number of teaching load/subjects prepared/encoded/reported/submitted | Actual teaching load report prepared/encoded | 80 | 100 | 5 | 4 | 4.5 | 13.5 | 4.50 | 2nd sem., SY 2015-2016 |
| | Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment | Prepared/computed projected faculty workload | 15 | 25 | 5 | 4.5 | 4.5 | 14 | 4.67 | 2nd sem., SY 2015-2016 |
| Secretariat Works | Number of documents prepared/encoded and submitted within a specified time • Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets - Travel Reimbursement - Contract of Services (JO) | Prepared/encoded and submitted documents within specified time | 250 | 300 | 5 | 4.5 | 4.5 | 14 | 4.67 | |
| | Number of IPCRs encoded and reproduced | Encoded and reproduced IPCR as scheduled | 4 | 4 | 5 | 4 | 4 | 13 | 4.33 | Jan-June 2016 |
| | Number of documents facilitated for unit head's approval/signature | Facilitated documents for unit head's approval/signature | 200 | 300 | 5 | 4.5 | 4 | 13.5 | 4.50 | 13 |
| Total Over-all Rating | | | | | 65 | 59.5 | 55.8 | | 55.50 | |
| Averaged Rating | | | | | 5 | 4.58 | 4.29 | | 4.27 | 18.14 |

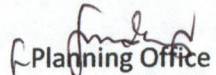
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|---------------------------------|---|--|--------------------------------|--------------------------------|------|------|------|------|-------|------------------------|
| Teaching Performance Evaluation | Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation | Facilitated teaching performance evaluation and submitted the same to OVPI | 15 | 20 | 4 | 4.5 | 4 | 12.5 | 4.17 | 2nd sem., SY 2015 |
| | Number of sets/sections/evaluation instruments stapled and submitted to OVPI for IHK faculty students evaluation | Prepared/stapled IHK faculty students evaluation | 60 sections for 14 IHK faculty | 84 sections for 14 IHK faculty | 5 | 5 | 4.5 | 14.5 | 4.83 | 2nd sem., SY 2015 |
| Teaching Load | Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission | Prepared/encoded and submitted Individual Faculty workload | 10/faculty | 14 faculty | 5 | 4.5 | 4.5 | 14 | 4.67 | 2nd sem., SY 2015-2016 |
| | Number of teaching load/subjects prepared/encoded/reported/submitted | Actual teaching load report prepared/encoded | 80 | 100 | 5 | 4 | 4 | 13 | 4.33 | 2nd sem., SY 2015-2016 |
| | Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment | Prepared/computed projected faculty workload | 15 | 25 | 5 | 4.5 | 4.5 | 14 | 4.67 | 2nd sem., SY 2015-2016 |
| Secretariat Works | Number of documents prepared/ encoded and submitted within a specified time • Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets -Travel Reimbursement - Contract of Services (JO) | Prepared/encoded and submitted documents within specified time | 250 | 300 | 5 | 4.5 | 4.5 | 14 | 4.67 | |
| | Number of IPCRs encoded and reproduced | Encoded and reproduced IPCR as scheduled | 4 | 4 | 4 | 4 | 4 | 12 | 4.00 | Jan-June 2016 |
| | Number of documents facilitated for unit head's approval/signature | Facilitated documents for unit head's approval/signature | 200 | 300 | 5 | 4 | 4.5 | 13.5 | 4.50 | 13 |
| Total Over-all Rating | | | | | 63 | 58 | 56.3 | | 54.60 | |
| Averaged Rating | | | | | 4.85 | 4.46 | 4.33 | | 4.20 | 17.84 |

| | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|
| Overall divide by number of items of | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|

| | | |
|---|-------|------|
| Average Rating (Total Over-all rating divided by 4) | 17.84 | 4.46 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | |

Comments and Recommendations for Development
Purposes

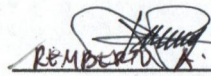
Received by:


Planning Office

Date: _____

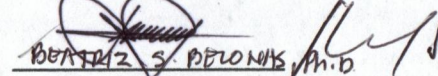
- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Calibrated by:


REMBERTO A. PATINO, Ph.D.
PMT

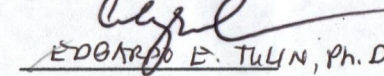
Date: _____

Recommending Approval


BEATRIZ S. DELONIK, Ph.D.
Vice-President

Date: _____

Approved:


EDUARDO E. TULYN, Ph.D.
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January –June 2016Name of Staff: ARACELI M. MANAGBNAGPosition: Administrative Aide III

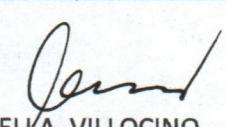
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|--|
| 5 | Outstanding | The performance almost 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 make the latter's experience in transacting business with the office fulfilling and rewarding. | 5 | 4 | 3 | 2 | 1 |
| 2. | Makes self-available to clients event beyond the official time. | 5 | 4 | 3 | 2 | 1 |
| 3. | Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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 | | | | | | |
| 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 | | | | | | |

Overall recommendation : _____


 ALELI A. VILLOCINO
 Name of Head