

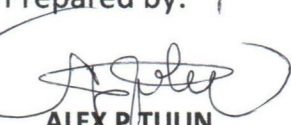
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: ALEX P. TULIN

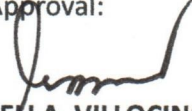
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.38	70%	3.07
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			


TOTAL NUMERICAL RATING: 4.55
Add: Additional Approve Point, if any:
TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
ALEX P. TULIN
Name of Staff

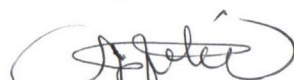
Reviewed by: 
MARY JEAN M. SAPAN
Department/Office Head

Recommending Approval: 
ALELI A. VILLOCINO
College Dean

Approved: 
BEATRIZ S. BELONIAS
Vice President for Instruction


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Tulin, Education Program Specialist II 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 1 to June 31, 2019.


ALEX P. TULIN

Ratee

Approved:


MARY JEAN M. SAPAN
Director, IHK

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	Assisted clients of their queries	no complaint	no complaint	5	5	4	4.67	
Student Services	Issuance of athletic supplies/equipment for students	Gives proper instruction of the supplies issued	125	160	5	4	5	4.67	
Janitorial Services	Issuance of athletic supplies/equipment for faculty/staff	Gives proper instruction of the supplies issued	250	350	5	5	4	4.67	
Secretariat Works	Number of Documents encoded and submitted	Documents encoded	50	65	5	5	4	4.67	
	Number of standard government forms prepared	Government forms prepared	10	15	5	5	4	4.67	
	Number of Documents served within the day of receipt	Proper & correctness of documents prepared	25	30	5	5	4	4.67	
Janitorial Services	100% of offices cleaned and maintained	Cleaning the Property Office	1	1	5	5	5	5	
Monitoring and Managing Services	Number of end-user/requesting parties for the use of the University Gym	Give proper direction to the end-user	15,000	20,000	5	5	4	4.67	


	Provides directions, manages, supervises the maintenance, cleanliness, beautification and development of the Gym	Manages and supervising the maintenance of the Gym & its surroundings	1 Gym Caretaker	1 Gym Caretaker	4	4	4	4.33	
	Gives proper direction in the maintenance of repairs and reconditioning of all institute apparatus/equipment for instructional use	Manages the proper maintenance of the apparatus and the equipment	18	21	5	4	5	4.67	
Total Over-all Rating					4.8	4.0	4.3	4.40	

Average Rating (Total Over-all rating divided by 4)		4.38
Additional Points:		0
Punctuality		0
Approved Additional points (with copy of approval)		0
FINAL RATING		4.38
ADJECTIVAL RATING		Very Satisfactory

Comments and Recommendations for Development Purposes

Enthusiastic, energetic and displays positive behavior.

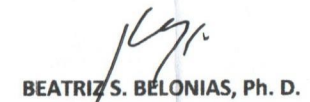
Evaluated & Rated by:


MARY JEAN M. SAPAN
 Department Head
 Date: 11/25/19

Recommending Approval:


ALELI A. VILLOCINO, Ed. D.
 College Dean
 Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph. D.
 Vice President for Instruction
 Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January –June 2019

Name of Staff: Alex P. Tulin

Position: Property Custodian


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		59				
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		4.92				

Overall recommendation : Enthusiastic, energetic and displays positive behavior


 MARY JEAN M. SAPAN
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALEX P. TULIN**

Performance Rating: Very Satisfactory

Aim: To improve performance in maintaining and safekeeping of office and sports laboratory equipment.

Proposed Intervention to Improve Performance:

Hire one (1) Student Assistant (SA) to help the bulk of work since the IHK Property Office is supporting sports laboratory class and involved in university sports activities.

Date: June 2019

Target Date: July 2019

First Step:

- Hire one (1) Student Assistant to help the job assigned

Result:

- Ensure safety of sports equipment and cleaner equipment storage room

Date: August 2019

Target Date: August 2019


Next Step: Monitor performance of jobs and appreciate improvements in the delivery of support services, safekeeping and maintenance of sports equipment.

Outcome: Empowered employee to work on job assigned.

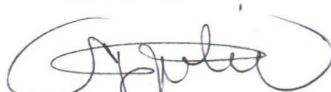
Final Step/Recommendation:

The employee has a very good work attitude. But with the bulk of work, a Student Assistant can be of great assistance.

Prepared by:


MARY JEAN M. SAPAN
Director, IHK

Conforme:


ALEX P. TULIN