Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

REYNALDO V. DOSDOS

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) | | |
|---|-------------------------|--------------------------|-----------------------------------|--|--|
| Numerical Rating per IPCR | 4.67 | 70% | 3.27 | | |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.43 | | |
| | TOTAL NUMERICAL 4.694 | | | | |

| TOTAL NUMERICAL RATING: | 4.694 |
|--|-------|
| Add: Additional Approved Points, if any: FOTAL NUMERICAL RATING: | |
| FINAL NUMERICAL RATING | 4.694 |
| ADJECTIVAL RATING: | 0 |

Prepared by:

LEGARIO B. RAMOS Immediate Supervisor **Recommending Approval:**

MARIO LILIO VALENZONA
Director, GSD

Approved:

VP. For Admin. & Finance

INDIVIDUAL PLORMANCE COMMITMENT & REVIEW FORM (IPCR)

EXHIBIT B

I,_ REYNALDO V. DOSDOS of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the <u>July- December 2019</u>

Approved:

LEGARIO B. RAMOS

Unit, Head

| MFO & PAPs | s Success Indicators Tasks Assigned Target Ac | | Actual | | | | | Damarka | |
|-------------------------------|--|---|--------|----------------|----------------|----------------|----------------|----------------|---------|
| WITOGRAFS | Success marcators | rasks Assigned | raiget | Accomplishment | Q ¹ | E ² | T ³ | A ⁴ | Remarks |
| MFO 1-Repair of IT | PI 1.1-Number of Repaired and maintained IT Equipment IT Equipment toubleshooting based on job request Cleaning of unit, Scan for virus, Back-up files, Hardware installation, updat antivirus, restore files to main drive | | 30 | 40 | 5 | 5 | 4 | 4.6667 | |
| Equipments | PI 1. 2-Number of Electronic Printer | Create Continues Ink System(CIS), | | -5 | 5 | 5 | 4 | 4.67 | |
| | Repaired | Troubleshooting/repair/testing | 10 | 15 | 5 | 5 | 4 | 4.67 | |
| | PI 1. 3-Number of Desktop Monitor/LCD Repaired | General cleaning and checkup for | 10 | 25 | 5 | 5 | 4 | 4.67 | |
| PI 1. 4- Number of AVR Repair | | repair/Troubleshooting/Repair/ Testing | 3 | 10 | 5 | 5 | 4 | 4.67 | |
| | PI 1. 5- Number of UPS Repaired | General cleaning and checkup for repair/Troubleshooting/Repair/ Testing | 5 | 15 | 5 | 5 | 4 | 4.67 | |
| | PI 1. 6- Number of Research data recovered and restored | Ensures 100% data recovery | 20 | 25 | 5 | 5 | 4 | 4.67 | 7 |
| | 1 | Advices clientile regarding minor computer trouble by phone | 5 | 8 | 5 | 5 | 4 | 4.67 | |
| | PI 1. 8- Make monthly report | Make a list of units restored for billing purposes | 10 | 11 | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | 42.00 | |

| Average Rating (Total Over-all rating divided by 4) | 4.67 | Comments & Recommendations |
|---|------|----------------------------|
| Additional Points: | | for Development Purpose: |
| Punctuality: | | Δ= 0 1\(\cdot\)- |
| Approved Additional point (with copy of approval) | | For Promotion |
| FINAL RATING | 4.67 | |
| ADJECTIVAL RATING | 0 | |

Evaluate & Rated by:

Recommending Approval:

Approved by:

LEGARIO B. RAMOS

Supervisor

MARIO LILIO VALENZONA Director, GSD

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average

REMBERTO A. PATINDOL

Vice President

Instrument for Performance Effectiveness of Administrative Staff

| Rating | Per | iod: | July-December | 2019 | |
|--------|------|------|---------------|------|--|
| Pocit | ion: | ۸dm | Aido-VI | | |

| Name of Staff: | REYN | AI DO | VI | COSDOS | |
|------------------|---------|-------|-------|--------|--|
| Maille Ul Stall. | 1/1 114 | | W - L | | |

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 | he sta | ff deliv | ers o | utputs | 3 |
| J | Outstanding | which always results to best practice of the unit. He is an exceptional role model | | | | | |
| 4 | Very Satisfactory | 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 requireme | ents. | | | | |
| 1 | Poor | The staff fails to meet job requirements | | | | | |
| Commitm | ent (both for subordinates a | nd supervisors) | | | Scale |) | |
| 1 | Demonstrates sensitivity to obusiness with the office fulfill | client's needs and makes the latter's experience in transacting | 15 | 4 | 3 | 2 | |
| 0 | | | | 4 | • | _ | H |
| 2 | Makes self-available to clien | • | 15 | 4 | 3 | 2 | Ļ |
| 3 | | reports required by higher offices/agencies such as CHED, DBM, and similar regulatory agencies within specified time by an without overtime pay | 5 | iA | 3 | 2 | |
| 4 | The state of the s | s his/her share of the office targets and delivers outputs within the | 1 5 | 4 | 3 | 2 | |
| 5 | who fail to perform all assign | | 15 | 4 | 3 | 2 | |
| 6 | | time, logs in upon arrival, secures pass slip when going out on ut upon departure from work. | 5 | A | 3 | 2 | |
| 7 | Keeps accurate records of h | er work which is easily retrievable when needed. | 15 | 4 | 3 | 2 | Ī |
| 8 | Suggests new ways to further improve her work and the services of the office to its clients | | 15 | 4 | 3 | 2 | t |
| 9 | Accepts additional tasks ass | igned by the head or by higher offices even if the assignment is t critical towards the attainment of the functions of the university | 5 | 4 | 3 | 2 | |
| | | ng lean periods by performing non-routine functions the outputs of | | | | | t |
| 10 | of clientele | tice that further increase effectiveness of the office or satisfaction | 5 | 4 | 3 | 2 | |
| 11 | Accepts objective criticisms work accomplishment | and opens to suggestions and innovations for improvement of his | 5 | 4 | 3 | 2 | |
| 12 | Willing to be trained and dev | reloped | 45 | 4 | 3 | 2 | Γ |
| | | Total Score | 5 | 7 | | | |
| B. L | eadership & Management (F | or supervisors only to be rated by higher supervisor | | | Scale |) | |
| 1 | | expertise in all areas of work to gain trust, respect and es and that of higher superiors | 5 | 4 | 3 | 2 | |
| 2 | Visionary and creative to dra aligned to that of the overall | w strategic and specific plans and targets of the office/department plans of the university. | 15 | 4 | 3 | 2 | |
| 3 | | improving efficiency and effectiveness of the operational he department/office for further satisfaction of clients. | 15 | 4 | 3 | 2 | |
| 4 | Accepts accountability for th his/her unit. | e overall performance and in delivering the output required of | 5 | 4 | 3 | 2 | |
| 5 | | nitors, coaches and motivates subordinates for their improved in accomplishing their assigned tasks needed for the attainment ie unit | 5 | 14 | 3 | 2 | |
| | | Total Score | / | 1 | | | - |
| | | , Average Score | | 1.75 | | | - |

Overall recommendation

Head, ILFMU

EMPLOYEE DEVELOPMENT PLAN

| Name of Employee: REYNALDO V. DOSDOS |
|--|
| Performance Rating: Outstanding |
| Aim: Experient delivery & Service |
| Proposed Interventions to Improve Performance: |
| Date: July 2019 Target Date: 3rd Ordi- |
| First Step: |
| |
| Result: Attend Training, Seminars TESDA related Computer technician. |
| Date: Getelser 2019 Target Date: October 2019 |
| Date: Goldson Port Target Date: October 7007 |
| Next Step: |
| |
| Outcome: |
| Final Step/Recommendation: |
| Prepared by: |
| LEGARIO B. RAMOS Supervisor |
| Conform: REYNALDOV. DOSDOS |
| Name of Ratee Faculty/Staff |