



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **JOSE F. SAULAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.22
<b>TOTAL NUMERICAL RATING</b>			<b>4.38</b>

TOTAL NUMERICAL RATING: 4.38

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.38

ADJECTIVAL RATING: "VS"

Prepared by:

**AIREEN M. DAG-UMAN**  
Name of Staff

Reviewed by:

**VICENTE A. GILOS** *01/04/23*  
Department/Office Head

Recommending Approval:

**N/A**  
Dean/Director

Approved:

**ALELI A. VILLOCINO**  
Vice President-Students Affairs  
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSE F. SAULAN**, of the **OFFICE OF THE CHIEF LIBRARIAN** 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 TO DECEMBER 2022**.

**JOSE F. SAULAN** *01/05/23*  
Ratee

Approved:

**VICENTE A. GILOS** *01/05/23*  
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2022 Target (July-December)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OCLMFO 6 GENERAL ADMINISTRATION and SUPPORT SERVICES</b>	<b>PI 4.1 Number of documents delivered to other offices:</b>	Messengerial Work							
	Purchase Request Disbursement Voucher JO Contract of Service Application for Leave Number of JO Payroll Job Request DTRs attached VL/SL Inspection Reports with Sales Invoice Requisition Issue Slip(RIS) ARE's & ICS (Books & Equipment)	Messengerial Work	356 documents delivered	<b>400 documents delivered</b>	4	5	5	4.67	
	PI 4.2.1 Number of documents received	Messengerial Work	124 documents received	<b>128 documents received</b>	4	4	5	4.33	
	2 Number Of items checked and received	Messengerial Works	10 items checked and received	<b>27 items checked and received</b>	5	4	5	4.67	



	PI4.3.1 Number of items delivered	Messengerial Work	20 items delivered	20 items delivered	3	3	4	3.33	
	2 Number of hours spent to trace and follow-up requests and other important transactions	Messengerial Work	100 hours spent trace and follow-up requests and other important transactions	124 hours	4	4	5	4.33	
	PI 3.1 Number of hours spent in cleaning windows and other facilities	Messengerial Work	48 hours	198 hours	5	5	5	5	
	2. Number of hours spent in grass cutting and garden cleaning	Messengerial Work	50 hours	70 hours	5	4	5	4.67	
<b>OCLMFO 7</b> <b>Efficient and Customer-friendly</b>	PI. 1 Efficient and customer-friendly frontline service	Messengerial Work	0 Complaint from client	0 Complaint	5	5	5	5	
<b>OCLMFO 3</b> <b>SUPPORT TO OPERATIONS</b>	PI.1. Number of hours spent for inventory, shelving and re-shelving	Technical Services	40 hours	40 hours	5	4	5	4.67	
Total Over-all Rating					40.67				
Average Rating					4.52				
Adjectival Rating					"VS"				

Average Rating (Total Over-all rating divided by 9)		4.52
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.52
ADJECTIVAL RATING		"VS"

**Comments & Recommendations for Development Purpose:**

*He is an all-around utility worker.*

Evaluated & Rated by:

  
**VICENTE A. GILOS**

Dept./Unit Head

Date: 01/05/25

Approved by:

  
**ALELI A. VILLOCINO**

VP for Student Affairs and Services

Date: \_\_\_\_\_

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

### PERFORMANCE MONITORING FORM

Name of Employee: JOSE F. SAULAN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Sends communications, notices, acknowledgement letters to other departments	240	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
2	Receives goods delivery and documents	50	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
3	Cleans window glasses		July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VICENTE A. GILOS 01/04/22

Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DECEMBER 2022

 Name of Staff: JOSE F. SAULAN

 Position: ADMINISTRATIVE AIDE

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1



11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	5	4	<u>3</u>	2	1
Total Score	49				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.08				

Overall recommendation : \_\_\_\_\_

  
**VICENTE A. GILOS** 01/04/23  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOSE F. SAULAN

Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022      Target Date: December 2022

First Step:

---

---

---

Result:

---

---

---

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

---


---

---


Outcome: \_\_\_\_\_

Final Step/Recommendation: He needs an in-house training on basic computer operation.

Prepared by:

  
**VICENTE A. GILOS** 01/05/22  
Unit Head

Conforme:

  
**JOSE F. SAULAN** 01/05/22  
Name of Ratee Faculty/Staff