



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PUGOY, ROSALITO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: _____


Prepared by:


EMELITA S. PAUSANOS
Name of Staff

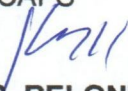
Reviewed by:


SUZETTE B. LINA
Head, DSS

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PUGOY, ROSALITO A., of the Department of Soil Science commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January 1, 2023 to June 30, 2023.

Dupy
ROSALITO A. PUGOY
Farm Worker II
Date: *8.2.23*

Approved by: 
SUZETTE B. LINA
Department Head
Date: 8-8-20

[illegible]

Total Over-all Rating							

Average Rating (Total Over-all Rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
 Thank you for your support and years of service here in DSS.
 Happy Retirement.

Evaluated & Rated by:


SUZETTE B. LINA


Dept/Unit Head
 Date: 8.8.23

Recommending Approval:


VICTOR B. ASIO

Dean, CAFS
 Date: 8.10.23

Approved by:


BEATRIZ S. BELONIAS, Ph.D.

Vice President
 Date: 8.11.23

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Rosalito Pugoy

Position: Farm Worker 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	55 : 12 = 4.58				
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	4.58				
Overall recommendation	:				


SUZETTE B. LINA
 Printed Name and Signature
 Head of DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROSALITO A. PUGOY

Performance Rating: Very Satisfactory

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 2023

First Step:

To exercise the actual farm planning and operations with the supervision of Field Services Coordinator (FSC).

Result:

He was able to manage the farm independently.

Date: July 2023

Target Date: December 2023

Next Step:

Continue to manage the farm with less supervision of FSC. He should be exposed and observed to other field operations in other units

Outcome: When time and condition permit, scout for trainings and seminars outside the university related to the field functions.

Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.


Prepared by:



SUZETTE B. LINA

Unit Head

Conforme:


ROSALITO A. PUGOY
DSS Staff