

Annex P

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

Name of Administrative Staff: **Legario B. Ramos**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING: Outstanding

Prepared by:



LEGARIO B. RAMOS
Name of Staff

Reviewed by:



REMBERTO A. PATINDOL
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Dean/Director

Approved:



REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"


LEGARIO B. RAMOS
 Ratee


REMBERTO A. PATINDOL
 Head of Unit

UMFO 6: General Administration and Support Services
 OVPAF MFO 4: Physical nFacilities Development and Maintenance
 GSD MFO 6: Instrumentation and Laboratory Facilities Maintenance

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MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ILFMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance	PI 1. Number of laboratory equipment maintained	Evaluate and determine	20	25	100%	5	5	5	5	
	PI 2. Number of cooling facilities maintained	Repair/Clean /Installed	70	138	100%	5	5	4	4.67	
	PI 3. Number of IT equipment maintained	Clean and repair	50	62	100%	5	5	4	4.67	
	PI 4. Number of multimedia equipment repaired	Evaluate and troubleshoot	5	9	100%	5	5	4	4.75	
	PI 5. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%	100%	100%	5	5	5	5	
MFO Documentation of Repaired Equipment/Record keeping	PI 6. Number of equipment documented/recorded	Keep record/document repaired equipment	150	166	100%	5	5	5	5	
MFO Inspection of Laboratory Equipment and Supply	PI 7. Number of laboratory equipment inspected	Inspect lab equipment	30	64	100%	5	5	5	5	
	PI 8. Number of lab supply inspected	Inspect lab supply	500	856	100%	5	5	5	5	
Extension Services	PI 9. Number of GSIS KIOKS user assisted	Orient/ assist KIOKS users								
	a. Outsiders		100	102	100%	5	5	5	5	
	b. VSU Staff		100	240	100%	5	5	5	5	

Extension Services/ Advanced and Higher Education Services	PI 10. Number of students conducting thesis assisted	Assists student conducting thesis	5	8	100%	5	5	5	5	
	PI 11. Number of students with IT problems helped	Restoration of system after virus attack & other problems	10	35	100%	5	5	5	5	
	PI 12. Number of Graduates with thesis assisted	Prototype fabrication and controls	1	1	100%	5	5	5	5	
	PI 13. Number of hours spent on student assisting/ special problem consultation	Advice students on the possibility of the incorporation of the	10	21	100%	5	5	4	4.67	
	PI 14. Number of student-related activities assisted	Provide support for sound services during students intrmurals	3	5	100%	5	5	5	5	
Total Over-all Rating		4.93 ✓								
Average Rating (Total Over-all rating divided by 4)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING		OUTSTANDING								

Evaluated/Calibrated by:

REMBERTO A. PATINDOL

PMT

Date: _____

Date: _____

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

Approval:

REMBERTO A. PATINDOL

Vice President

Date: _____

Comments & Recommendations
for Development Purpose:

*Keep up the good work.
You must attend trainings/seminars to improve leadership skills*

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

Name of Staff: Legario B. Ramos Position: AO IV


Instruction to super visor: 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. Suggest 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 criticism 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		57				
AVERAGE SCORE		4.75				

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		24				
Average Score		4.765				

Overall Recommendation : _____


REMBERTO A. PATINDOL
Name of Head