



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

**Annex P**

Name of Administrative Staff: **MICHAEL V. MANAGBANAG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
<b>TOTAL NUMERICAL RATING</b>			<b>4.975</b>

TOTAL NUMERICAL RATING: 4.975


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.975

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**MICHAEL V. MANAGBANAG**  
Name of Staff

Reviewed by:

  
**JESUSITO L. LIM**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MICHAEL V. MANAGBANAG, of the DEPARTMENT OF PEST MANAGEMENT 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 to June, 2020.

MICHAEL V. MANAGBANAG

Ratee

Approved:

JESUSITO L. LIM

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services	# of documents followed-up and processed	Brings follows-up and processes papers	60*	75	5	5	5	5.0	
	# of papers/pages rhizographed & collates	Rhizographed course outline, lab. exer. Handouts, office forms and IM's	1500*	3500	5	5	5	5.0	
	# of supplies withdrawn	Assist in the withdrawal of supplies from Supply Office	40*	150	5	5	5	5.0	
	# of routes of incoming messages	Routes the incoming messages to the DPM faculty and staff	50*	75	5	5	5	5.0	
	Area of lawn sweep	Sweeps lawn outside DPM	500 sq.m	500 sq.m	5	5	5	5.0	
	# of rooms cleaned	Cleans room in the faculty office	10	10	5	5	5	5.0	
Driving Services	# of trips conducted	- Fetch and conduct VSU staff on travel outside VSU	100*	350	5	5	5	5.0	
		- Drives university “tuyok” around campus	150*	300	5	5	5	5.0	
Total Over-all Rating								40.0	

\* the rest of the target will be accomplished in the next rating period (July - December, 2020)

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

*Very reliable;  
can easily  
be requested  
to do overtime*

Evaluated & Rated by:

JESUSITO L. LIM  
Dept/Unit Head

Recommending Approval:

VICTOR B. ASIO  
Dean/Director

Approved by:

BEATRIZ S. BELONIAS  
Vice President

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

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

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MICHAEL V. MANAGBANAG Position: ADMIN AIDE III

**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						

**Vision:**  
**Mission:**

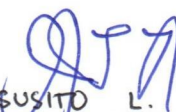
A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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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		59				
Average Score		4.916				

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

  
 JESUSITO L. LIM  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael V. Managbanag

Performance Rating: Outstanding

Aim: None

Proposed Interventions to Improve Performance:

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

First Step:

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Result:

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

Next Step:

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


Final Step/Recommendation:

None, very reliable; can easily be requested to render overtime work.

Prepared by:

  
**JESUSITO L. LIM**  
Unit Head

Conforme:

  
**MICHAEL V. MANAGBANAG**  
Name of Ratee Faculty/Staff