



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

**Annex P**

Name of Administrative Staff: **ALFREDO M. BRAGA**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.54                    | 70%                      | 3.178                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.66                    | 30%                      | 1.398                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.576</b>                            |

TOTAL NUMERICAL RATING: 4.576

Add: Additional Approved Points, if any:                     

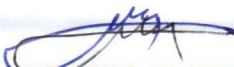
TOTAL NUMERICAL RATING: 4.576

FINAL NUMERICAL RATING 4.576

ADJECTIVAL RATING: VS

Prepared by:

Recommending Approval:

  
**ALFREDO M. BRAGA**  
Name of Staff

  
**MARIO LINO VALENZONA**  
Director

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President


# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALFREDO M. BRAGA** 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 period: **JANUARY TO JUNE 2020**

Approved:

  
**ALFREDO M. BRAGA**

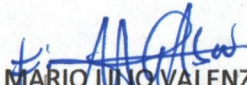
Ratee

  
**MARIO LILLO VALENZONA**  
Director, ODPP

| MFO & Performance Indicators   | 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> |         |
| <b>FMO1</b> -Power related new and major project completed           | <b>PI 1.1 Installed Electrical Systems</b><br>Administration building    | Installed electrical rough-ins & raceways  | 90                               | 92                               | 5  | 5              | 4              | 4.667          |         |
|  | <b>PI 1.2</b> Academic and Research buildings                            | Installed electrical wiring  | 5                                | 6                                | 5  | 5              | 4              | 4.667          |         |
|  | <b>PI 1.3</b> IGP building   | Installed electrical panel board, switches, convenience outlet, aircon outlet and devices                            | 45                               | 48                               | 5  | 5              | 4              | 4.667          |         |
|  | <b>PI 1.4</b> Student and Staff Housing                                  | Installed electrical lighting fixtures   | 30                               | 35                               | 4  | 5              | 5              | 4.667          |         |
| <b>FMO2</b> -Electrical Division System Circuit, repair and maintain | <b>PI 1.5</b> No. of electric pole replaced/maintain                     | Replaced/Maintaind electric poles distribution and secvondary lines, cross arms, cut outs, and insulators            | 12                               | 15                               | 4  | 5              | 4              | 4.333          |         |
|  | <b>PI 1.6</b> No. of primary and secondary service entrance repaired and | Re-insulated and replaced primary and secondary service entrance   | 5                                | 7                                | 4  | 5              | 5              | 4.667          |         |
|  | <b>PI 1.7</b> No. of primary and secondary lines repaired and            | Tension primary and secondary lines, reconnected the primary and secondary lines and cleaned insulators and cut outs | 5 minor repair<br>5 major repair | 5 minor repair<br>5 major repair | 4  | 4              | 5              | 4.333          |         |
|  | <b>PI 1.8</b> No. of Distribution transformer serviced and maintained    | Cleaned primary and secondary bushing, took sample of transformer oil for color index, refilled new transformer oil  | 17 distribution transformer      | 17 distribution transformer      | 4  | 5              | 4              | 4.333          |         |
| <b>Total Over-all Rating</b>   |  |  |                                  |                                  |  |                |                | <b>36.33</b>   |         |
| Average Rating (Total Over-all rating divided by 4)                  |  |  |                                  |                                  |  |                |                |                |         |
| Additional Points:   |  |  |                                  | 4.54                             | Comments & Recommendations for Development Purpose:<br><br><i>*Training for Basic Occupational Safety &amp; Health</i> |                |                |                |         |
| Punctuality:   |  |  |                                  |                                  |  |                |                |                |         |
| Approved Additional point (with copy of approval)                    |  |  |                                  |                                  |  |                |                |                |         |
| FINAL RATING   |  |  |                                  | 4.54                             |  |                |                |                |         |
| ADJECTIVAL RATING  |  |  |                                  | VS                               |  |                |                |                |         |




Evaluated & Rated by:

  
MARIO LINO VALENZONA  
Supervisor

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

Recommending Approval:

  
MARIO LINO VALENZONA  
Director, ODPP

Approved by:

  
REMBERTO A. PATINDOL  
Vice President





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **ALFREDO M. BRAGA**

Position: **Admin. Asst. 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.**

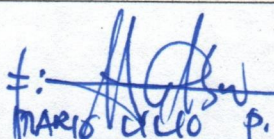
| Scale | Descriptive Rating | Qualitative Description   |
|-------|--------------------|---|
| 5     | Outstanding        | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4     | 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   |   |   |   |   |       |   |  |  |  |
|---|---|---|---|---|-------|---|--|--|--|
| <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   |   |   |   |   | 56    |   |  |  |  |
| Average Score   |   |   |   |   | 4.66  |   |  |  |  |

Overall recommendation :

  
 0711  
 09/25/2020  
 MARIO CELSO P. VALENZONA  
 Printed Name and Signature  
 Head of Office

**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.

Page 2 of 2  
 FM-PRO-14  
 v1 05-27-2020

No. 

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO M. BRAGA  
Performance Rating: \_\_\_\_\_

Aim: EFFECTIVE DELIVERY OF SERVICE

Proposed Interventions to Improve Performance:

Date: JANUARY 2020 Target Date: MARCH 2020

First Step:

MATERIALS HANDLING

Result:

Date: JUNE 2020 Target Date: NOVEMBER 2020

Next Step:

BASIC OCCUPATIONAL SAFETY & HEALTH

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

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

Mario P. Vazquez 09/25/2020  
Unit Head

Conforme:

ALFREDO M. BRAGA  
Name of Ratee Faculty/Staff