



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

**Annex P**

Name of Administrative Staff: **JOSE ROLDAN GARCITOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.626</b>

TOTAL NUMERICAL RATING: 4.626

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.626

FINAL NUMERICAL RATING 4.626

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**JOSE ROLDAN GARCITOS**

Name of Staff

Reviewed by:

**SHALOM GRACE C. SUGANO**

Department/Office Head

Recommending Approval:

**BAYRON S. BARREDO**

Dean/Director

Approved:

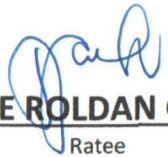
**BEATRIZ S. BELONIAS**

Vice President

**“Exhibit B”**

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

I, **JOSE ROLDAN GARCITOS**, of the **VSU Integrated High School** 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 to June, 2023**.

  
**JOSE ROLDAN GARCITOS**  
Ratee

Approved:

  
**SHALOM GRACE C. SUGANO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment as of June	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>									
<b>Efficient and customer-friendly frontline service</b>	0% complaint from client served	Clients served	100% no complaint	100% no complaint	4	4	4	4	
<b>Messengerial Services</b>	Number of documents served within the day of receipt	Documents served	96%	100%	5	4	5	4	
<b>Janitorial Services</b>	100% of offices and surroundings cleaned and maintained	Offices and surroundings cleaned and maintained	96%	100%	5	5	5	5	
<b>Other Services</b>	Number of intervening tasks assigned by the Principal	Intervening tasks	5	25	4	5	4	5	

Total Over-all Rating					4.5	4.5	4.5	4.5	
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Ratee

Head of Unit

Average Rating (Total Over-all rating divided by 4)		4.5
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.5
ADJECTIVAL RATING		VERY SATISFACTORY

**Comments & Recommendations for Development Purpose:**

- ① To mentor & help supervising other admin staff in delivering their respective tasks.
- ② To establish authority as the incharge of supervising other staff in order to efficiently deliver their tasks.


Evaluated &amp; Rated by:

  
**SHALOM GRACE C. SUGANO, Ph.D.**  
 Dept/Unit Head

Date: 9/28/2023

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

Recommending Approval:

  
**BAYRON S. BARREDO, Ed.D.**  
 Dean/Director

Date: 10/3/2023

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice President

Date: 10/5/2023





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2023**

Name of Staff: **JOSE ROLDAN GARCITOS**

Position: **ADMIN AIDE I**

**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					59
<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					25
Average Score					<del>4.94</del> 4.92
Overall recommendation : keep up the good work! to mentor and supervise young/beginner staff.					

**SHALOM GRACE C. SUGANO**

Printed Name and Signature

Head of VSUIHS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Jose Roldan Garcitos

Performance Rating: Outstanding

Aim: To effectively carry his tasks and deliverables in the department.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: March 2023

First Step:

Attend trainings and seminars for professional growth and career motivation.

Result:

Effectively deliver and carry his duties and responsibilities.

Date: August 2023

Target Date: December 2023

Next Step:

To be promoted to a higher admin position.

Outcome: Increase client satisfaction and be more motivated to work even beyond what is required.

Final Step/Recommendation:

1. To be motivated to work.
2. To mentor beginner admin staff.
3. Pursue professional advancements.

Prepared by:

  
SHALOM GRACE C. SUGANO, Ph.D.

Unit Head

Conforme:

  
JOSE ROLDAN GARCITOS

Name of Ratee Faculty/Staff