

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


Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70 %	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30 %	1.30
TOTAL NUMERICAL RATING			4.58


TOTAL NUMERICAL RATING: **4.58**
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: **4.58**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


JUNITO A. PANONCE
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUNITO A. PANONCE, of the **USSO** 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, 2018.**


JUNITO A. PANONCE
 Ratee

Approved: 
MANOLO B. LORETO, JR.
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administered psychological test to examinees.	No complaint	0	5	5	5	5.00	
Student Development	Number of applicants for individual & organizational finalists awards evaluated,	Evaluates/ Screens and Interviews applicants for individual and organizational	30	52	5	5	5	5.00	
	Number of students' seminars, forums, orientations, jobs fair/job	Conducted/Coordinated students' seminars, fora, orientations, jobs fair/job	1	3	5	5	5	5.00	Honors & Awards Convocation, Jobs Fair, USSO Days
Guidance & Counseling Unit	Number of guidance activities conducted	Committee Membership in Orientation & other Guidance Activities	2	3	4	5	5	4.67	
	Percentage of students counselled/followed-up	Conducted counseling & academic follow-up	3%	6.95%	5	5	5	5.00	
	Number of psychological tests administered, checked and scored	Administered, checked and scored psychological test of examinees.	400	1069	5	4	4	4.33	
	No. of raw scores converted to SAI, Per centile Rank and Stanine	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine	400	1069	5	4	4	4.33	
	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	25	64	5	4	4	4.33	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of students' seminar, fora, orientation, jobs fair/job seeking, conference conducted/coordinated	Conducted/Coordinated students' seminar, fora, orientation, jobs fair/job seeking, conference.	1	2	5	5	5	5.00	
	Number of time serving as officer-in-charge of other	Serves as officer-in-charge of other section	5	10	5	4	5	4.67	
Other Services	Number of programs, seminars /forum as resource person	Serve as resource person for programs, seminars and fora	1	1	3	5	5	4.33	
	Number of student clearance signed	Signs clearance of students	700	844	4	5	5	4.67	
								56.33	

Average Rating (Total Over-all rating divided by 19)	4.69
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.69
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
 Must complete his MA in Guidance and Counseling in FCIC

Evaluated and Rated By

Manolo Loreto, Jr.

MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 7, 2018

Recommending Approval:

Manolo Loreto, Jr.

MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec 7, 2018

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Junito A. Panonce

Position: Guidance Counselor

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	52				
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	4.33				

Overall recommendation : _____



MANOLO B. LORETO JR.

Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: JUNITO A. PANONCE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Design testing program specific to the course or degree requirements or competency	List of examinations appropriate for a degree program	January, 2018	June, 2018	On-going	Needs improvement	Unsatisfactory	Needs to be accredited with other companies providing psych tests
2	Conduct intake interview for new students	Filled up form	May 2, 2018	June 30, 2018	August, 2018	Needs improvement	Satisfactory	The process must be institutionalized
3								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Junito A. Panonce
Performance Rating: A.69

Aim: To fast track the completion of psychological test checking, conversion of test results including encouragement of all freshmen to take the exam
Proposed Interventions to Improve Performance: as scheduled.

Date: July 2018 Target Date: October 2018

First Step: Encourage college freshmen to take the exam as scheduled thru proper information of schedule, purpose of psychological testing to them.

Result: 100% of the college freshmen will be able to take the exam

Date: Nov. 2018 Target Date: Dec. 2018


Next Step: Fast track the checking, conversion & reproduction of test results

Outcome: Submit test results to all guides & counselors for their use.

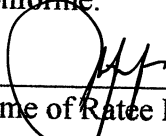
Final Step/Recommendation:

Make the result as data of the research proposal.

Prepared by:


Unit Head

Conforme:


Name of Ratee Faculty/Staff