

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

APOLONIO M. ENCIERTO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.094
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.235	30%	1.2
TOTAL NUMERICAL			4.294

TOTAL NUMERICAL RATING:

4.294

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.294

ADJECTIVAL RATING:

VS

Prepared by:

MARIO C. BANTUGAN

Name of Staff

Reviewed by:

MARIO LILIO VALENZONA

Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **APOLONIO M. ENCIERTO** 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 2016

APOLONIO M. ENCIERTO

Ratee

Approved:

MARIO LILIO P. VALENZONA

Director, GSD

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Program of work and cost estimates	Completed program and estimates	Preparation of program and cost estimates	10	12	4	4	5	4.33	
Project implementation	Implemented projects	Preparation of Purchase requests, assigned personnel	15	20	5	5	5	5.00	
Project supervision	Monthly Inspection, Evaluation and progress report	Inspection of on-going projects	22	55	4	4	4	4.00	
Supervision and monitoring of section personnel	No. of section personnel supervised and monitored	Daily supervision of section personnel and its accomplishment	16	17	3	3	4	4.33	
Total Over-all Rating								17.67	


Average Rating (Total Over-all rating divided by 4)		4.42	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality:			
Approved Additional point (with copy of approval)			
FINAL RATING		4.42	
ADJECTIVAL RATING		VS	

Received:

Calibrated by:

Recommending Approval:

Approved by:


Planning Office

Date: _____

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



PMT

Date: _____


REMBERTO A. PATINDOL

Vice President

Date: _____


EDGARDO E. TULIN

President 

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2016
Name of Staff: Apolono Encierb Position: Engr. 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		48				
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		4.235				

Overall recommendation : _____

MARCO LILLO NABENZONA
Name of Head