

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff: **ROMULO E. MORALES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.476
TOTAL NUMERICAL RATING			4.926

TOTAL NUMERICAL RATING: **4.926**

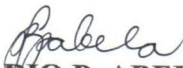
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.926**ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


ROMULO E. MORALES
Name of Staff


Reviewed by:


ROSARIO P. ABELA, Ed.D.
Department/Office Head

Recommending Approval:


ALELI A. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMULO E. MORALES**, 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, 2019**.


ROMULO E. MORALES
 Ratee

Approved:


ROSARIO P. ABELA
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment as of June	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	5	5	5	5	
Messengerial Services	Number of documents served within the day of receipt	Documents served	96%	100%	5	5	5	5	
Janitorial Services	100% of offices and surroundings cleaned and maintained	Offices and surroundings cleaned and maintained	96%	100%	5	5	5	5	
Other Services	Number of documents mimeographed/ risographed	Documents mimeographed/ risographed	1000	3250	5	5	5	5	
	Number of intervening tasks assigned by the Principal	Intervening tasks	5	25	4.66	5	5	4	
Total Over-all Rating					4.8	5	5	4.93 2	

Average Rating (Total Over-all rating divided by 4)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations
for Development Purpose:

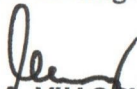
*The service that you rendered
to the school is excellent.
Congratulations! Keep up the good work!*

Evaluated & Rated by:


ROSARIO P. ABELA, Ed.D.
Dept/Unit Head


Date: _____

Recommending Approval:


ALELI A. VILLOCINO, Ed.D.
Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2019**

Name of Staff: **ROMULO E. MORALES** Position: **ADMIN STAFF**


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. 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					

Overall recommendation : _____


ROSARIO P. ABELA, Ed.D.
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Romulo E. Morales

Performance Rating: Outstanding

Aim: To efficiently deliver services in terms of administrative support to achieve office targets.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: March 2019

First Step:

Prepare office documents ahead of time and do constant follow up of documents to avoid delay in all office transactions.

Result:

Purchase and procurement of supplies materials and equipment were facilitated.

Date: March 2019

Target Date: June 2019

Next Step:

Sharing of administrative workload with other administrative staff for smooth flow of office transactions.

Outcome: Submitted office documents on time to achieve department targets.

Final Step/Recommendation:

Proper sharing of work and well- organized schedule of weekly activities posted in the administrative office for easy monitoring by the department head.

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:


ROMULO E. MORALES
Name of Ratee Faculty/Staff