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

Name of Administrative Staff:	JOSE V. CAPUNO	

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.44	70%	3.11
<ol><li>Supervisor/Head's assessment of his contribution towards attainment of office accomplishments</li></ol>	5.0	30%	1.50
	TOTAL NUM	ERICAL RATING	4.61

TOTAL NUMERICAL RATING:	4.61	
Add: Additional Approve Point, if	any:	
TOTAL NUMERICAL RATING:	4.61	
ADJECTIVAL RATING:	OUTSTANDING	
Prepared by:	Reviewed by:	
JOSE V. CAPUNO	ALELIA. VILLOCINO	
Name of Staff	Department/Office Head	k

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

ECGARDO E. TULIN President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Jose V. Capuno, Administrative Aide III of the <u>Institute of Human Kinetics</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July to December 2016.</u>

JOSE V. CAPUNO

Ratee

ALELYA. VILLOCINO
Director, IHK

Date:

MFO & PAPs		Tasks Assigned	Actual Accom-			Rating			
MFO & PAPs	Success Indicators		Target	plishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
Administrative Support Services	t					L.			
Efficient and customer- friendly frontline service	0% complaint from client served	Assisted clients of their queries	100% no` complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	No. of classes/faculty issued athletic supplies for instructions use within the day	Issued athletic supplies to PE students/section/ class/day	38 sections for 1000 students issued athletic supplies	43 sections for 1821 students issued athletic supplies	5	4	4	4.33	1st Semester, SY 2016-2017
	Percentage of athletic supplies released and retrieved in every class/sections per instructor	Issued athletic supplies to PE students/section/ class/day	95%	100%	5	4	4	4.33	
Janitorial Services	Number of offices cleaned and maintained	Cleaned offices, classrooms, Physical Conditioning Room, lobby and surroundings	14 offices, PCR, lobby and surroundings	14 offices, PCR, lobby and surroundings	5	4.6	4	4.53	
Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room clients	1500	1,620	5	4	4	4.33	
Other Services	Number of sports facilities prepared/laid outs during sports competition in the campus University Goodwill Games 2016	Preparedand laid-outs sports facilities for sports competition;	22	22	5	4	4	4.33	August 2016
	Student & Faculty/Staff Intramural Games 2016								September 2016

	Varsity Concentration practice 2016								October 2016
	Number of equipment/apparatus transported from stockroom to location/site of activities Student & Faculty/Staff Intramural Games	Transported and upkept of athletic supplies and equipment as requested	300	408	5	4.6	4	4.53	
	University Goodwill Games								
	Varsity Concentration practice 2016								
	Number of rackets regutts per clientele	Regutting served	140	150	5	4	4	4	
	Percentage of risographed Ims, course outlines, handouts, midterm and final examinations within specified time	Risograghed Ims, course outlines, and other instructional materials	10,000	14,365	5	4	4	4.33	g
Total Over-all Rating					45	38.2	37	39.71	
Averaged Rating					5	Charles of the last of the las	4.11	NAME AND ADDRESS OF TAXABLE PARTY.	17.77
Overall divide by number of	items of			1				y de la company	
Overall divide by number of	tems of			<u> </u>					
Average Rating (Total Ove	r- 17.77	4 44							

Average Rating (Total Overall rating divided by 4)	17.77	4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and R	ecomme	ndations	for
Development Pur	poses		

I INAL KATING		그 경영 다시 내 보았습니다. 생하고 하는 것이 되었습니다.
ADJECTIVAL RATING		
Received by: Planning Office	REMOCRATION Ph. O. PMT	Recommending Approval  DENTAL S. OFFICE OF D. D.  Vice-President
Date: 1 - Quality 2 - Efficiency	Date:	Date:

Approved: All EDGARDO E. THULIA, Ph. D. President

Date:

3 - Timeliness

4 - Average

## Instrument for Performance Effectiveness of Administrative Staff Rating Period: <u>July – December 2016</u>

Name of Staff: <u>JOSE V. CAP</u>	<u>UNO</u> P	osition:	Administrative Aide III
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**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 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.	Co	mmitment (both for subordinates and supervisors)			Scal	е	
	1.	Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
	2.	Makes self-available to clients event beyond the official time.	5	4	3	2	1
	3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified time.	3	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

5.	output required of his/her unit.  Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their	5	4	3	2	
4.	Accepts accountability for the overall performance and in delivering the	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
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
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
В.	Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale		
	Total Score	0				
12.	Willing to be trained and developed.	(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
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.	(3)	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

Overall recommendation	:			

ALELI/A. VILLOCINO Name of Head