

## 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)
1. Numerical Rating per IPCR	4.44	70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING:

4.61

Add: Additional Approve Point, if any:

TOTAL NUMERICAL RATING:

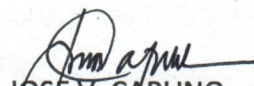
4.61

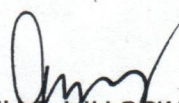
ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

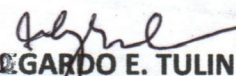
  
JOSE V. CAPUNO  
 Name of Staff

  
ALELI A. VILLOCINO  
 Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
GARDO E. TULIN  
 President



JOSE V. CAPUNO  
Ratee

Date: 1[illegible]



	Varsity Concentration practice 2016								October 2016
	Number of equipment/apparatus transported from stockroom to location/site of activities Student & Faculty/Staff Intramural Games University Goodwill Games Varsity Concentration practice 2016	Transported and upkeep of athletic supplies and equipment as requested	300	408	5	4.6	4	4.53	
	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	Risographed Ims, course outlines, and other instructional materials	10,000	14,365	5	4	4	4.33	9
Total Over-all Rating					45	38.2	37	39.71	
Averaged Rating					5	4.24	4.11	4.41	17.77

Overall divide by number of items of

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

Comments and Recommendations for Development Purposes

Received by:  
Planning Office

Date: \_\_\_\_\_

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

Calibrated by:

REYNOLDO A. PATINDOL, Ph.D.  
PMT

Date: \_\_\_\_\_

Recommending Approval

BERNARDO S. DELA ROSA, Ph.D.  
Vice-President

Date: \_\_\_\_\_

Approved:

EDGARDO E. TULIA, Ph.D.  
President

Date: \_\_\_\_\_



**Instrument for Performance Effectiveness of Administrative Staff**  
**Rating Period: July – December 2016**

Name of Staff: JOSE V. CAPUNO

Position: Administrative Aide 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 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 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.	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>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						
Average Score						

Overall recommendation : \_\_\_\_\_

  
ALELI A. VILLOCINO

\_\_\_\_\_  
Name of Head