



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Bonifacio Castillo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.27
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING:

4.53

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.53

ADJECTIVAL RATING:

Outstanding

Prepared by:

BONIFACIO CASTILLO

Name of Staff

Reviewed by:

SUZETTE B. LINA

Department/Office Head

Recommending Approval:

VICTOR B. ASID

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

Vision:


A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

BONIFACIO E. CASTILLO
Ratee


SUZETTE B. LINA
Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 4)

4.66

Additional Points:

Punctuality

XX

Approved Additional points (with copy of approval)

XX

FINAL RATING

4.66

ADJECTIVAL RATING

OUTSTANDING

Comments & Recommendations for Development Purpose:


Mr. Castillo showed excellent performance in his responsibilities as admin staff (utility worker).

Evaluated and Rated by:


SUZETTE B. LINA
HEAD, DSS


Date: _____

Recommending Approval :


VICTOR B. ASIO
DEAN, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VICE PRES. FOR ACADEMIC AFFAIRS
Date: 1/24/12



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2021

Name of Staff: Bonifacio Castillo Position: Adm. 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 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

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Total Score		51 ÷ 12				
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		4.25				

Overall recommendation : _____


SUZETTE B. LINA *
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BONIFACIO E. CASTILLO

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Organize work schedules and if funding is available.

Needs to attend trainings/seminars to improve skills.

Result:

Has organized work schedules to effectively functions as admin staff.

Date: January 2022

Target Date: June 2022

Next Step:


Attend more trainings and seminars related to administrative work

Outcome: Scout for trainings and seminars outside the university related to administrative/ messengerial function.

Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


BONIFACIO E. CASTILLO
ADM. AIDE-III