

COMPUTATION OF FINAL INDIVIDUAL RATING ADMINISTRATIVE STAFF

Name of Administrative Staff: **Mario C. Bantugan**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------|--------------------------|--------------------------------------|
| 1 Numerical Rating per IPCR | 4.56 | 70% | 3.192 |
| 2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment | 4.75 | 30% | 1.425 |
| TOTAL NUMERICAL RATING | | | 4.617 |

TOTAL NUMERICAL RATING:

4.617

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.617


FINAL NUMERICAL RATING:

4.617

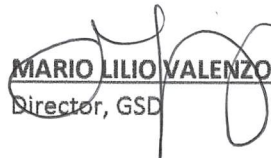
ADJECTIVAL RATING:

Outstanding


Prepared by:


MARIO LILIO VALENZONA
Immediate Supervisor

Recommending Approval:


MARIO LILIO VALENZONA
Director, GSD

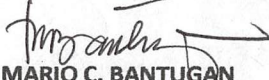
Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO C. BANTUGAN** 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: **July to December 2018**

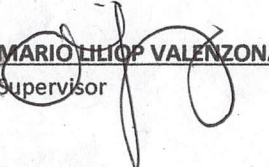
Approved:


MARIO C. BANTUGAN
Ratee

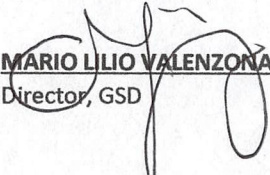

MARIO LILIO VALENZONA
Director, GSD

| MFO & Performance Indicators | Program/Activities/Projects | Tasks Assigned | TARGET | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--------|-----------------------|--|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO1-Janitorial Services | PI 1.1 Cleaned and maintained | Cleaning of Office Comfort Room and surrounding | 2 | 2 | 5 | 5 | 4 | 4.667 | |
| MFO 2 - Administrative Services | PI 1.2 Administrative documents, approved/acted within on day from receive | Prepare Payrolls, Vouchers, PR's, RIS, Appointments JO's Application for Leave, UBR, OBR, Trip Tickets, Cash Advance, IPCR, OPCR, etc. | 300 | 340 | 5 | 5 | 4 | 4.667 | |
| | PI 1.3 Messengerial services | Recording & Forward and foolow-up of documents: Appointments, Payrolls, RIS, Vouchers, Project reports electricbills, per diems | 500 | 520 | 5 | 4 | 4 | 4 | |
| Total Over-all Rating | | | | | | | | 13.67 | |
| Average Rating (Total Over-all rating divided by 4) | | | | 4.56 | Comments & Recommendations for Development Purpose: <i>Attend CSC trainings & seminars</i> | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality: | | | | | | | | | |
| Approved Additional point (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | 4.56 | | | | | |
| ADJECTIVAL RATING | | | | V3 | | | | | |

Evaluate & Rated by:


MARIO LILIO VALENZONA
Supervisor

Recommending Approval:


MARIO LILIO VALENZONA
Director, GSD

Approved by:


REMBERTO A. PATINDOL
Vice President

Instrument for Performance Effectiveness of Administrative Staff

nex O

Rating Period: July-Dec. 2018

Name of Staff: Mario C. Bantuhan

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 |
| Total Score | | 57 | | | | |

| 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 | | 4.75 | | | | |

Overall recommendation _____

MARIO LILIO VALENZONA
Director, GSD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIO C. BANTUGAN
Performance Rating: July 1 to December 31, 2019

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend Seminar and Trainings

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


MARIO LILIO VALENZONA
Director, GSD