



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: BONIFACIO OQUIAS JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.27	70%	2.989
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
TOTAL NUMERICAL RATING			4.288

TOTAL NUMERICAL RATING: 4.288

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.288

FINAL NUMERICAL RATING 4.288

ADJECTIVAL RATING: VS

Prepared by:


BONIFACIO OQUIAS JR.
Name of Staff

Reviewed by:


RODEN D. TROYO
Head, LSWMU

Recommending Approval:


MARIO LILIO VALENZONA
Director, ODPP

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BONIFACIO OQUIAS JR. 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: January-June 2020

Approved:

Bonifacio Oquias Jr.
BONIFACIO OQUIAS
Ratee

Roden D. Troyo
RODEN D. TROYO
Head of Unit

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FMO1 Cleaning of VSU Campus	PI 1.1 No. of Area Maintained	Maintained the campus grounds and surroundings by sweeping, mowing, underbrushing, trimming and pruning of headges, and weeding.	5	6	5	4	5	4.67	
	PI 1.2 No. of venue preparation of different activities of the university.	Assisted in venue preparation of defferent activities of the university.	20	22	4	5	4	4.33	
	PI 1.3 Helped in the maintenance of the clealiness of COA office and beautification in the campus ground and surroundings	Helped in the cutting of damaging and destructive trees within the campus.	25	30	4	4	4	4.00	
	PI 1.4 Attended to the request of higher official and other departments of the VSU	Helped in the maintenance of the clealiness and beautification in the campus ground and surroundings	15	17	4	4	5	4.33	
	PI 1.5 Performed other duties as maybe assigned by the president of highr officials of the VSU		5	6	4	4	4	4.00	
Total Over-all Rating								21.33	
Average Rating (Total Over-all rating divided by 4)				4.27	Comments & Recommendations for Development Purpose: <i>Undergo training on proper pruning of trees and shrubs</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.27					
ADJECTIVAL RATING				VS					

Evaluate & Rated by:

Recommending Approval:

Approved by:

Roden D. Troyo
Supervisor

Mario Nlio Valenzona
Director, ODPP

Remberto A. Patindol
VP. For Adm. & Finance

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **Bonifacio Oquias Jr.**

Position: **Admin Aide I**

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		52				
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		4.33				

Overall recommendation : _____



Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bonifacio Ogura
Performance Rating: _____

Aim: Effective Delivery of Service

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Undergo training on Proper pruning of
trees and shrubs

Result: No scheduled training due to the pandemic


Date: _____ Target Date: _____

Next Step: To look for any available schedule or webinar
training available online

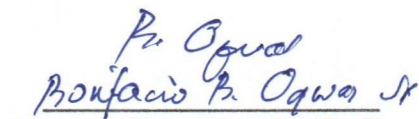
Outcome: _____

Final Step/Recommendation:

Prepared by:


Unit Head

Conforme:


Name of Ratee Faculty/Staff