Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

ARMANDO M. PABON

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7.	Numerical Rating per IPCR	4.725	70%	3.31
8.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
		4.71		

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	<u>4.71</u>
FINAL NUMERICAL RATING	
ADJECTIVAL RATING:	<u>OUTSTANDING</u>
Prepared by:	Reviewed by:
ARMANDO M. PABON Name of Staff	<u>JESUSTTO/L. LIM</u> Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

COMPRETATION OF FUNL INDVINUAL RATING FOR

					Name of Administrative Staff.
	Equivalent Numerical Nativity (292)	ស្នើរួប្ទ W ខ្សាល (i.)	rociosi Isonoci (3) y	:	Particulars (1)
	16.6	\$14K	÷05	7	2. Numerical Raing per IPCR
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	i <u>z 3</u> 3.	i. Justinia			

Recommending Approved:

VICTOR BLASSO Dopping

Approved:

Salas Procession

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ARMANDO M. PABON</u>, of the Department of Pest Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period ____July 2018 _____ to __December 2018 _____

ARMANDO M. PABON Ratee

Approved:

JESUSITO L. LIM

[™]Head Unit

			Target	Rating						
MFO & PAPs	Success Indicator	Tasks Assigned		Actual Accomplishment	Q1	E2	ТЗ	A4	Remarks	
Administrative Support Services	# of rooms maintained	Number cleanliness and orderliness of DPM	10	12	5	4	5	4.67		
	Area of lawns maintained	Maintained cleanliness of dept. lawns, inside and outside of the building	1000 sq.m.	1, 500 sq.m.	5	4	5	4.67		
	# of plants cared	Takes care of the plants both inside and outside the DPM building	60	70	5	4	5	4.67		
	# of papers/pages mimeographed	Mimeographs course outline, lab. exercises, handouts, office forms and etc.	7000	7, 500	5	4	5	4.67		
	# of supplies withdrawn	Assist in the withdrawal of supplies from supply office	20	40	5	5	5	5.0		
	# of garbage disposed	Assist in disposal of garbage in garbage dump site	30	50	5	4	5	4.67		
Total Overall Rating										

Average Rating (Total Over-all rating divided by 4)		4.725	
Additional Points:			
Punctuality	*		Noge
Approved Additional points (with copy of approval)			
FINAL RATING		4.725	
ADJECTIVAL RATING		OUTSTANDING	1

- 1 Quality2 Efficiency3 Timeliness4 Average

Instrui. .c for Performance Effectiveness of Administra Staff Rating Period July – December 2018 (Accomplishments)

Name of Staff: ARMANDO M. PABON.

Position: Adm. Aide III (Utilityman)

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.

Coolo	Descriptive Title	Qualitative Description						
Scale	Descriptive Title							
5	Outstanding	delivers outputs which always results to best practice of the unit. He is an						
		· · · · · · · · · · · · · · · · · · ·	e or un	e umi	пе	is an		
	V 0 .: C .	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 re	quire	ment	<u> </u>		
1	Poor	The staff fails to meet job requirements						
Α.		subordinates and supervisors)			Scale	,	,	
1.	Demonstrates sensitivi	ty to client's needs and makes the latter's	5	(4)	3	2	1	
	experience in transacti	ng business with the office fulfilling and rewarding.						
2.	Makes self-available to	clients even beyond official time.	15	4	3	2	1	
3.	Submits urgent non-ro	utine reports required by higher offices/agencies	(5)	4	3	2	1	
	such as CHED, DBM, CS	C, DOST, NEDA, PASUC and similar regulatory						
		ed time by rendering overtime work even without						
	overtime pay.	,						
4.		sks as his/her share of the office targets and delivers	(3)	4	3	2	1	
	outputs within the pres			-		-	_	
5.		elf to help attain the targets of his/her office by	(3)	4	3	2	1	
J.		who fail to perform all assigned tasks.		-	,	-	-	
6.		ork on time, logs in upon arrival, secures pass slip	/5	4	3	2	1	
0.		sonal matters and logs out upon departure from	1(3/	7	3		1	
		sonai matters and logs out upon departure from						
ļ - -	work.		 _	70			_	
7.		of her work which is easily retrievable when	5	(4)	3	2	1	
	needed.		<u> </u>	_				
8.		further improve her work and the services of the	5	4	3	2	1	
	office to its clients.		1					
9.	•	s assigned by the head or by higher offices even if	(5)	4	3	2	1	
	_	elated to his position but critical towards the						
	attainment of the func							
10.		during lean periods by performing non-routine	(5)	4	3	2	1	
	•	of which results as a best practice that further						
		of the office satisfaction of clientele	<u> </u>					
11.		isms and opens to suggestions and innovations for	(3)	4	3	2	1	
	improvement of his wo	ork accomplishment.				<u></u>		
12.	Willing to be trained ar	nd developed.	5	(4)	3	2	1	
		Total Score						
B.	Leadership & Managen	nent (For supervisors only to be rated by higher			Scale			
	supervisor)	· -						
1.		and expertise in all areas of work to gain trust,	5	4	3	2	1	
		from subordinates and that of higher superiors.						
2.		to draw strategic and specific plans and targets of	5	4	3	2	1	
	=	aligned to that of the overall plans of the university.	-		_	_	-	
3.		ose of improving efficiency and effectiveness of the	5	4	3	2	1	
-		and functions of the department/office for further	_		•	_	1	
	satisfaction of clients.	and the second of the department of the for the title						
4.		for the overall performance and in delivering the	5	4	3	2	1	
1	output required of his/			7	J	_	•	
5.		, monitors, coaches and motivates subordinates for	5	4	3	2	1	
] ,		cy and effectiveness in accomplishing their assigned	ادا	4	3		1	
		tainment of the calibrated targets of the unit.						
	resus meeded for the at		56,	112		L	L	
		Total Score	 /					
L		Average Score	14.	<i>07</i>				
		5 \						

Overall recommendation:

Name of Head

(Accommishments) ন তিন্দির স্থানালর তেওঁ Hective restroit Administra Rating Ferrond July – Dejiel joer 1018

Name of Stoff: ABMENDO M. PABON.

Postdom Adv. Aide ill (Utilityman).

Instruction to supervisor:

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8	Leadership & Managament (For supervisors only to he re	ried by higher			स भ		į
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Guerall recommendation:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Arma</u> Performance Rating: <u>Outs</u>		
Aim:		
Proposed Interventions to	mprove Performance:	
Date:	Target Date:	
First Step:		
	en et selve kritisk folkeliget selvet de kritisk en selver er regenerer er selver met ett stjermen.	athle and promotion of the state of the stat
		
	Target Date:	
Outcome:		
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	Prepared by:	

Conforme:

ARMANDO M. PABON
Name of Ratee Faculty/Staff

MAMINOPHE ENVIRONMENTAL

	Name of Employee: <u>Armando M. Pabec.</u> Performance Reiing: <u>Oubsanding</u>
	Aim:
production of the contract of	JHPA
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