

**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **MICHAEL V. MANAGBANAG**

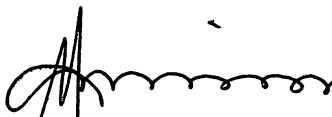
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.95	70%	3.465
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.89


FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**MICHAEL V. MANAGBANAG**  
Name of Staff

Reviewed by:

  
**JESUSITO L. LIM**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

Work on the machine to crush

2-14-68 10:00 AM  
10:00 AM

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MICHAEL V. MANAGBANAG, 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 January 2018 to June 2018

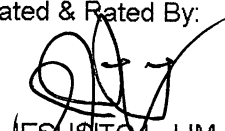
MICHAEL V. MANAGBANAG  
Ratee

Approved: JESUSITO L. LIM  
Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Administrative Support Services	# of documents followed-up and processed	Brings follows-up and processes papers	200	400	5	5	5	5.0	
	# of vehicles maintained	Maintained DPM Jeep-I	1	1	5	4	5	4.67	
	# of papers/pages rhizographed	Rhizographed course outline, lab. exer. Handouts & office forms	1000	2,000	5	5	5	5.0	
	# of supplies withdrawn	Assist in the withdrawal of supplies from Supply Office	50	100	5	5	5	5.0	
	# of routes the incoming messages	Routes the incoming messages to the DPM faculty and staff	20	50	5	5	5	5.0	
	# of exams acted as proctor	Acted as proctor during long & final exams	1	8	5	5	5	5.0	
Total Overall Rating								29.67 / 6 = 4.945	

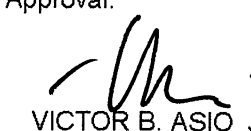
Average Rating (Total Over-all rating divided by 4)		4.945	None
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.945	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:

  
JESUSITO L. LIM  
 HEAD DPM

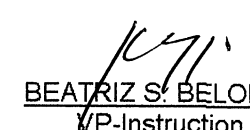
Date: \_\_\_\_\_

Recommending Approval:

  
VICTOR B. ASIO  
 DEAN CAFS

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

Approved by:

  
BEATRIZ S. BELONIAS  
 VP-Instruction

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

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

Instrument for Performance Effectiveness of Administrative Staff  
Rating Period January-June 2018  
(Accomplishments)

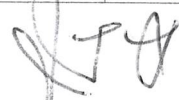
Name of Staff: MICHAEL V. MANAGBANAG

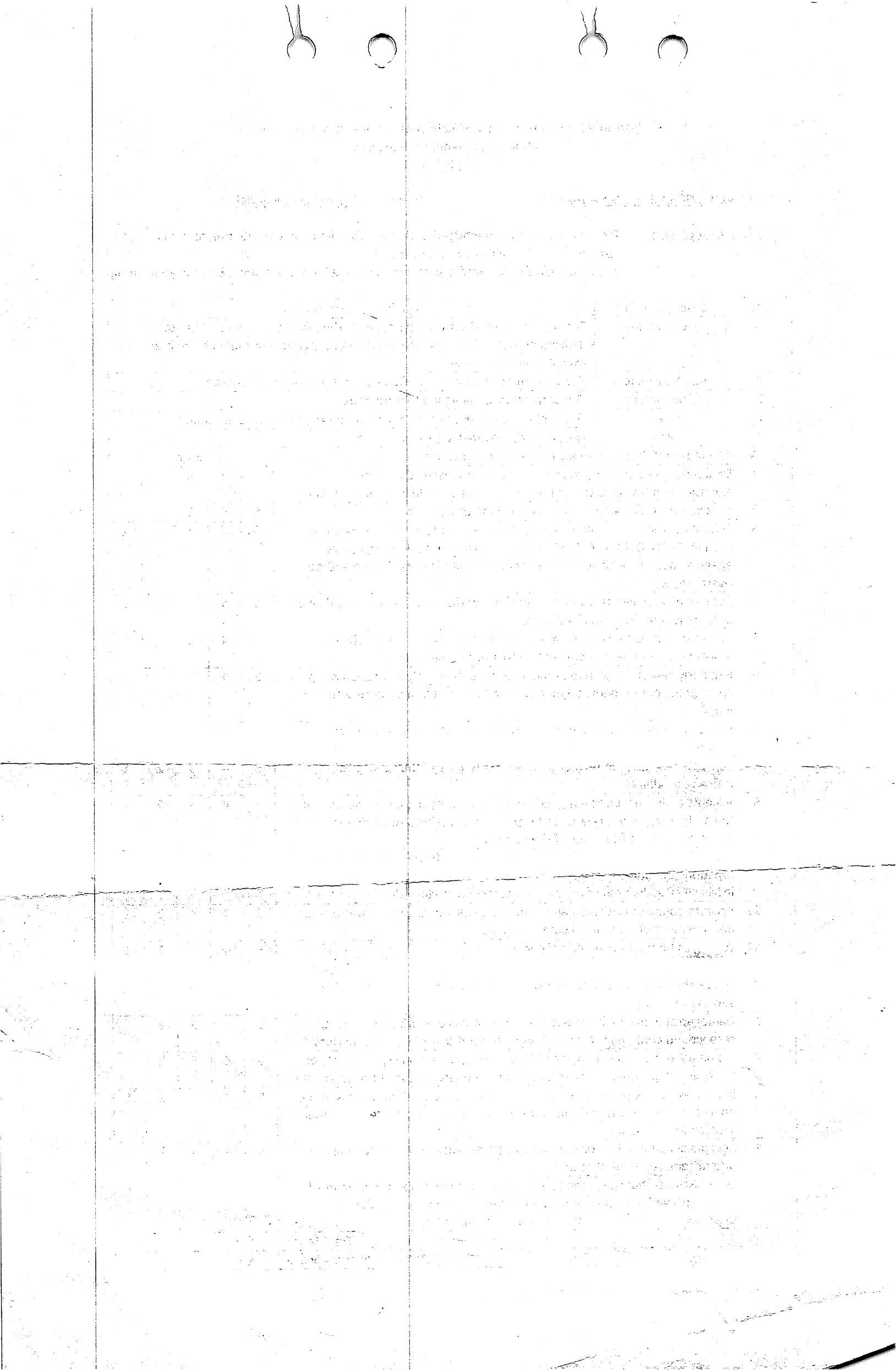
Position: Driver/Messengerial

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 Title	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.	Maximize 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 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. 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

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

  
JESUSITO L. LIM  
Name of Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Michael V. Managbanag  
Performance Rating: Outstanding

Aim: None

Proposed Interventions to Improve Performance:

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

First Step:

\_\_\_\_\_

\_\_\_\_\_

Result:

\_\_\_\_\_

\_\_\_\_\_

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

Next Step:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_


Final Step/Recommendation:

*None; Outstanding/excellent job performance*

Prepared by:

  
JESUSITO L. LIM  
Unit Head

Conforme:

  
MICHAEL V. MANAGBANAG  
Name of Ratee Faculty/Staff

