



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.799

TOTAL NUMERICAL RATING: 4.799

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.799

ADJECTIVAL RATING: Outstanding


Prepared by: 

MICHAEL D. DAG-UMAN
Name of Staff


Reviewed by: 

MAGDALENE C. UNAJan
Department/Office Head

Recommending Approval:



JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Engineering and Technology
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
Visca, Baybay City, Leyte

I, **MICHAEL D. DAG-UMAN**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period March to June, 2022.


MICHAEL D. DAG-UMAN
Ratee


MAGDALENE C. UNAJOAN
Department Head

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of students devoted for assisting student related activities online	Preparation of documents needed	2	10	4	5	5	4.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of office and laboratory equipment purchased	PR preparation	1	8	4	4	4	4.00	AVR 10, Computer Monitor21.5" 24pcs, External Hard drive, Head set, Mouse Network Attached Storage etc.
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	Number of documents prepared and submitted	Preparation, encoding and submission	5	100	5	5	5	5.00	PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report
	Number of Incoming and Outgoing documents recorded & released	Recording	50	100	5	5	5	5.00	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
	Number of QEC (NBC) and other instructional materials reproduced	Photocopying and printing/riso	100	150	4	5	5	4.67	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	2	5	5	5	5.00	Data Privacy, PPMP and PR Preparation Orientation
	Number of hours devoted in the preparation for ISO 9001:2015 Certification.	Preparation of supporting documents	0	28	5	5	5	5.00	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit

Frontline Services								
Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
MFO 2. Additional Outputs/Best Practices								
Total Over-all Rating	38.33							
Average Rating	4.79							
Adjectival Rating	"O"							

Average Rating (Total Over-all rating divided by 6)	4.79
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by: **MAGDALENE C. UNA JAN**
 Department Head
 Date: July 1, 2022

Comments & Recommendations for Development Purpose:

• He should attend training on document control as well as on better management for clerical tasks.

Recommending Approval
JANNET C. BENCURE
 Dean, CET
 Date: 07/01/2022

Approved by:
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MICHAEL D. DAG-UMAN

Position: ADMINISTRATIVE AIDE III-CLERK

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										
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						83				
Average Score						4.88				

Overall recommendation

Continue the habit of asking guidance/clarifications for tasks assigned not yet familiar.



MAGDALENE C. UNAJOAN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MICHAEL DAG-UMAN**

Performance Rating: Outstanding

Aim: Encourage him to attend seminar/workshop on better document management

Proposed Interventions to Improve Performance:

Date: June 2022
intervention

Target Date: One year from date of

First Step:

Send him to training, seminar/ workshop/ for document controller and clerical tasks.

Result:

Attendance in training, seminar/ workshop/ for document controller and clerical tasks.

Date: Throughout the school year.

Target Date: December 2022

Next Step:


Search for possible agencies, CSC accredited or CSC-Sponsored training/workshop.

Outcome: Schedule of training/workshop

Final Step/Recommendation:

Final Step/ Recommendation: Instruct him to training, seminar/ workshop/ for document controller and clerical tasks.

Prepared by:


MAGDALENE C. UNA JAN
Unit Head

Conforme:


MICHAEL DAG-UMAN
Name of Ratee Faculty/Staff