



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: TAN, Roland Q.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.39
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61

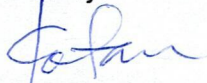
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.61

FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: Outstanding

Prepared by:


ROLAND Q. TAN
Name of Staff

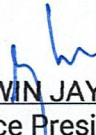
Reviewed by:


RODEN D. TROYO
Department/Office Head

Recommending Approval:


MARLON G. BURLAS
Dean/Director

Approved:


ELWIN JAY V. YU
Vice President



ROLAND Q. TAN
Ratee

RODEN D. TROYO
Head of Unit


[illegible]

Average Rating (Total over-all rating divided by 4)		4.60
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:


Attend training on Sustainable Integrated Solid Waste Management.

Evaluated & Rated by:


RODEN D. ROJO
 Unit Head/GLMU


Date: 7/23/2024

Recommending Approval:


MARLON G. BURLAS
 Director/PPO

Date: 7/23/2024

Approved by:


ELWIN JAY V. YU
 Vice President for Admin. and Finance

Date: 7/25/2024

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office : ILE (PPO)

Head of Office: JOHN ALLAN A. GULLES

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meeting with staff. March 16, 2024			
Coaching	Staff in-charge in the submission of materials				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

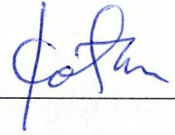

JOHN ALLAN A. GULLES
Immediate Supervisor


MARIO LILIO VALENZONA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLAND Q. TAN
Performance Rating:

Signature: _____



Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: JANUARY 2024

Target Date: JUNE 2024

First Step:

1. Constant follow up of the plans and targets.
2. Encourage to attend activities for capability building.

Result:

1. Problems and issues are immediately addressed.
2. Enhance the capacity and ability to perform the tasks assigned especially in the office knowledge management and in cascading all the updated forms in line with ISO.

Date: JANUARY 2024

Target Date: JUNE 2024

Next Step:


Empowering the staff to excel in her workplace in order to contribute for the betterment of the ~~PFOI~~ and for the university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:


RODEN D. TROYO
Unit head

Conforme: _____


ROLAND Q. TAN

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: ROLAND Q. TAN

Position: FARM WORKER II

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		56				
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		23				
Average Score		4.64				
Overall recommendation		:				


 RODEN D. TROYO
 HEAD/GLMU