

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY - DECEMBER 2016**

Name of Administrative Staff: **ALFREDO D. FLORENDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	0.70	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.63	0.30	1.39
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: 0

Prepared by:

ALFREDO D. FLORENDO

Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

Visca, Baybay City, Leyte

I, **ALFREDO G. FLORENDO** Admin. Aide III, 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 to December 2016.

ALFREDO G. FLORENDO, JR.
Admin Aide III

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
UMFO 2: Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO		Distributed notice of meetings to Curriculum Committee members with attached proposals	NA						
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period		Distributed notice of meetings of the Honors and Awards Committee to evaluate and determine graduating students with latin honors	NA						
			Bought and assisted in serving snacks during the Honors and Awards Committee meetings	NA						
OVPI MFO 2. Student Management Services										
UMFO 5. Support to Operations (STO)										
OVPI MFO 1. Faculty Development Services										
OVPI MFO 2. Faculty Recruitment/Hiring Services										

PI 1: Number of faculty recruited/hired aligned with ISO standards	Distributed notice of meetings of the Academic Personnel Board to deliberate hiring/recruitment of applicants	18	35	5	5	5	5.00
	Bought and assisted in serving snacks during APB meetings	12	35	4	4	5	4.33
	Facilitated signatories of APB members for the minutes of the meetings	18	35	5	5	5	5.00
OVPI MFO 6. Library Services							
PI 3: Number of best Library practices introduced which increase demand to avail of	Distributed notice of meetings to Library Committee members	11	11	5	4	5	4.67
UMFO 6. General Administration and Support Services (GASS)							
OVPI MFO 1. Administrative and Facilitative Services							
PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	35	125	5	4	5	4.67
	Distributed office memoranda to all departments and colleges	650	1350	5	5	5	5.00
Messengerial Services	Delivered documents to different offices	875	2580	5	5	5	5.00
Janitorial Services	Cleaned offices before and after office hours	3	3	5	5	5	5.00
Photocopying Services	Photocopied documents for reproduction	525	1024	5	5	5	5.00
OVPI MFO 2. Frontline Services							
PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	0	Minimal complaint	4.0	4.0	5.0	4.33
Total Over-all Rating				48.0	46.0	50.0	48.00
Average Rating				4.80	4.60	5.00	4.80
Adjectival Rating				Outstanding			

Received by:

Calibrated by:

Recommending Approval:

Approved:

MERIAM DELA TORRE
PRPEO

Date: _____

REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Date: _____

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction

Date: _____

EDGARDO E. TULIN, Ph.D.
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2017

Name of Staff: ALFREDO G. FLORENDO Position: Admin Aide. IV

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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
11.	Willing to be trained and developed	5	4	3	2	1
Total Score		52/11 = 4.63				
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 :

BEATRIZ S. BELONIAS

Name of Head