

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.45	70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.61

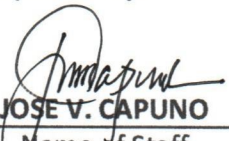
TOTAL NUMERICAL RATING: 4.61

Add: Additional Approve Point, if any:                     

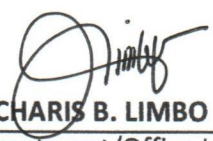
TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
JOSE V. CAPUNO  
Name of Staff


Reviewed by:

  
CHARIS B. LIMBO  
Department/Office Head

Recommending Approval:

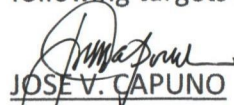
  
ALELI A. VILLOCINO  
College Dean


Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

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

I, Mr. Jose V. Capuno, Administrative Aide III of the Institute of Human Kinetics 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 2019.

  
JOSE V. CAPUNO  
Ratee

  
CHARIS B. LIMBO  
Director, IHK  
Date: 02-10-20

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>		
<b>Administrative Support Services</b>									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	No. of classes/faculty issued athletic supplies for instructions use within the day	Issued athletic supplies to PE students/section/ class/day	40 sections for 500 students issued athletic supplies	60 sections for 1900 students issued athletic supplies	4.5	4	5	4.5	1st Sem, SY 2019-2020
	Percentage of athletic supplies released in every class/sections per instructor	Issued athletic supplies to PE students/section/ class/day	85%	90%	5	4.5	4	4.5	
	Percentage of athletic supplies retrieved in every class/sections per instructor	Retrieval of athletic supplies from PE students/section/ class/day	85%	90%	4	4	5	4.33	
Janitorial Services	Number of offices cleaned and maintained	Cleaned offices, classrooms, Physical Conditioning Room and IHK lobby	14 offices, PCR, and IHK lobby	14 offices, PCR, and lobby	4	5	4	4.33	
		Mowed IHK surroundings	twice a month	twice a month	4	4.5	4	4.17	
Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room clients	900	946	5	4	4	4.33	
Other Services	Number of sports facilities prepared/layed-out for IHK & university scheduled sports activities;	Prepared and laid-outs sports facilities for sports competition;							



	Service PE 13 venues for practical exams		5	5	4	4	5	4.33	August 2019
	Faculty/Staff & Students Intramural Games		20	20	4	5	4	4.33	September 2019
	Students for Intrams & Varsity Practices for SCUAA 2019		5	5	4	4	4	4	August-Dec. 2019
	Number of athletic equipment/supplies/apparatus transported from stockroom to location/site during the scheduled activities;	Transported and upkept of athletic supplies and equipment as requested							
	--Service PE 13 (Ind./Dual Sports)		30	30	4	4	5	4.33	August 2019
	- Faculty/Staff & Students Intramural Games		30	30	4	4	4	4	September 2019
	Students for Intrams & Varsity Practices for SCUAA 2019		5	6	4	4	4	4	August-Dec. 2019
	Number of rackets regutts per clientele	Regutting served	70	77	4.5	4.5	5	4.67	
	Percentage of risographed Ims, course outlines, handouts, midterm and final examinations within specified time	Risographed Ims, course outlines, and other instructional materials	5000	10000	4	4	4	4	
Total Over-all Rating					64	64.5	66	64.82	
Averaged Rating					4.27	4.3	4.93	4.3213	17.82

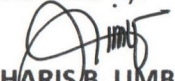
Overall divide by number of items of

Average Rating (Total Over-all rating divided by 4)	17.82	4.45
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

#### Comments and Recommendations for Development Purposes

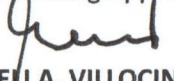
*I commend you for your contribution to the attainment of the goals & objectives of the institute. congratulations to your outstanding performance.*

Evaluated by:

  
**CHARIS B. LIMBO**  
Unit Head


Date: 02-10-20

Recommending Approval:

  
**ALELI A. VILLOCINO**  
College Dean

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

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice-Pres. for Instruction

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

## PERFORMANCE MONITORING FORM

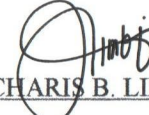
Name of Employee: JOSE V. CAPUNO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/Recommendation
1	Janitorial services	Maintain the upkeep of the office, help transport and release of equipment to be use by students  In charge of the release of equipment used by student during class  Laid out sports facilities (softball diamond, soccer field, etc) for instruction  Maintain the cleanliness and sanitation of the physical conditioning room and ensure its safety	July 2019	Immediately/ usually accomplished on the given time		Very impressive	Outstanding	<ul style="list-style-type: none"> <li>• Never complains despite of the many task assigned and many papers to follow up</li> <li>• Very good in following up documents</li> <li>• Very organized</li> </ul>
2.	Other Services	Mimeograph/risograph exams and other important documents or paper to be reproduced like score sheets, etc.	July 2019			Very impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
CHARIS B. LIMBO  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE V. CAPUNO**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep and safety of the building

Proposed Intervention to Improve Performance:

Additional utility to help the bulk of work since the office is always involved in university activities

Date: June 2019

Target Date: July 2019

First Step:

- Hire additional utility to help in the jobs assigned

Result:

- Ensure clean and safe environment

Date: August 2019

Target Date: August 2019

Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

Final Step/Recommendation:

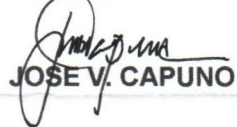
The employee has a very good work attitude. But with the bulk of work additional utility can be of great assistance.

Prepared by:

  
**CHARIS B. LIMBO**

Director, IHK

Conforme:

  
**JOSE V. CAPUNO**