

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. Carlito O. Suganob

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.31	70%	3.02
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	3.94	30%	1.18
		TOTAL, NUMERICAL RATING	4.20

EQUIVALENT NUMERICAL RATING: 4.20

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.20

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**CARLITO O. SUGANOB**  
Name of Administrative

Reviewed by:

  
**LORINA A. GALVEZ**  
Department Head

Approved by:

  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Carlito O. Suganob, of the Department of Food Science and Technology commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2016.

CARLITO O. SUGANOB

Ratee

Approved:

LORINA A. GALVEZ

Head of Unit

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Instructional Materials, summarized of list of failures encodes	Encoding	Encodes FTec 122, FTec FTec 131, 132, FTec 152, FTec 155, FTEC 256 exercises, manuals and list of failures for the individual instructor	95%	98%	5	5	4	4.67	
	Number of exams, exercises, instrument for evaluation reproduced	Reproduction	tasks Assigned	95%	100%	5	4	4	4.33	
	Number of OPCR, IPCR, PPMP encoded and reproduced	Preparation and submission of documents	Encodes faculty and administrative OPC, IPCR, PPMP and reproduced	95%	99%	5	4	4	4.33	
	Number of exams collate	Collating	Collate exams and exercises	95%	100%	5	4	4	4.33	
	Number of Report Student Completion Grades recorded	Recording	Recorded of students completion grades in the grade sheets	95%	100%	5	4	4	4.33	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontliner	Frontlining	100% no complaint	100	4	4	4	4.00	
Student Services	Documents requested by students served on time									
	1. Number of overtime work permit issued to students	Issuing of overtime permit	Facilitates students in issuance of permits	95%	100%	5	4	4	4.33	

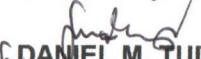
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Average Rating (Total Over-all rating divided by 4)		4.31
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.31
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:
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Received by:

  
**DANIEL M. TUDTUD, JR.**  
Planning Officer

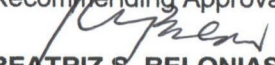
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

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

Recommending Approval: -

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

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

Approved:

  
**EDGARDO E. TULIN**  
President

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

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016

Name of Staff: Carlito O. Sukanob 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.	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		5 + 4 + 3 = 48				



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	19				
Average Score	33.5				

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

  
**LORINA A. GALVEZ**  
 Name of Head