

**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

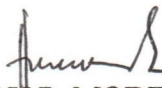
Name of Administrative Staff: Henry P. Modina

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR  | 4.73                    | 4.73 x 70%                      | 3.31                                    |
| 2. Supervisor/Head's assessment<br>to his contribution towards<br>attainment of office<br>accomplishments | 4.75                    | 4.75 x 30%                      | 1.43                                    |
| <b>TOTAL NUMERICAL<br/>RATING</b>   |                         |                                 | <b>4.74</b>                             |


TOTAL NUMERICAL RATING: 4.74  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
HENRY P. MODINA  
Name of Staff


Reviewed by:

  
NANCY V. DUMAGUING  
Department/Office Head

Recommending Approval:


\_\_\_\_\_  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Henry P. Modina, of the Department of Consumer & Hospitality Management commits 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.

  
HENRY P. MODINA  
Ratee

Approved:

  
NANCY V. DUMAGUING  
Head of Unit  
1010 7/10/2014

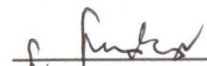
| MFO & PAPS  | Success Indicators  | Tasks Assigned   | Targets                                       | Actual Accomplishments                         | Rating         |                |                |                | Remarks |
|---|---|--|---|--|----------------|----------------|----------------|----------------|---------|
|   |   |  |   |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>ADMINISTRATIVE SUPPORT SERVICES</b>            |   |  |   |  |                |                |                |                |         |
| Efficient and customer-friendly frontline service | 0% complaint from client served   | 95% no complaint   | 95%   | 100%   | ✓              | ✓              | ✓              | 5.00           |         |
| Messengerial Services                             | Number of documents delivered, facilitated and processed within the day of receipt                      | Delivered, facilitated and processed documents within the day of receipt                             | 80%   | 100%   | ✓              | ✓              | ✓              | 5.00           |         |
| Janitorial Services                               | Number of offices, classrooms, CRs, grounds cleaned and mowed and maintained its surroundings regularly | Cleaned offices, classrooms, CRs cleaned and mowed grounds and maintained its surroundings regularly | 1 office<br>3 classrooms<br>2 CRS<br>1 ground | 1 Office<br>6 classrooms<br>3 CRS<br>2 grounds | ✓              | ✓              | ✓              | 5.00           |         |

|                       |  |  |     |     |   |   |      |       |
|-----------------------|--|--|-----|-----|---|---|------|-------|
| Other Services        | Number of documents bound  | Bound documents  |     | 15  | 4 | 4 | 4.00 |       |
|                       | Percentage in photocopy of instructional materials, syllabus, course outlines and examinations | photocopy IMS, syllabus, course outlines and examinations as requested | 80% | 90% | 5 | 5 | 4    | 4.66  |
| Total Over-all Rating |  |  |     |     | . | . |      | 23.64 |

|  |  |      |
|--|--|------|
| Average Rating (Total Over-all rating divided by 5 ) |  | 4.73 |
| Additional Points:                                   |  |      |
| Punctuality  |  |      |
| Approved Additional points (with copy of approval)   |  |      |
| FINAL RATING   |  | 4.73 |
| ADJECTIVAL RATING                                    |  | VS   |

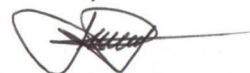
Comments & Recommendations for Development Purpose:

Received by:

  
Planning Office

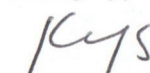
Date: \_\_\_\_\_

Calibrated by:

  
PMT



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

Recommending Approval:

  
Vice President

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

Approved by:

  
EDGAR E. TULIN  
President 

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

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