

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ZANDRO ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.206
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.4748
TOTAL NUMERICAL			4.6808

TOTAL NUMERICAL RATING: 4.6808

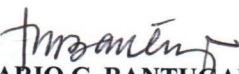
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.6808

ADJECTIVAL RATING: 0

Prepared by:


MARIO C. BANTUGAN
 Name of Staff

Reviewed by:


MARIO LILIO VALENZONA
 Department/Office Head

Recommending Approval:


 Chairman, PMT

Approved:



EDGARDO E. TULIN
 President *ETA*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ZANDRO ISRAEL** of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January to June 2016**


ZANDRO ISRAEL
Ratee

Approved:



MARIO E. BALIAD
Head, Unit

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Ground maintenance & waste management services	well maintained campus grounds and waste properly collected and disposed	1. Prepares schedule of work activities of LSWMU personnels	5 schedule per work	5 schedule per work	5	5	4	4.67	
		2. Monitors daily work assignments of laborers	15 laborer	15 laborer	5	5	4	4.66667	
		3. Supervised in the cutting and pruning of Trees	5 laborer	5 laborer	5	5	4	4.67	
		4. Monitors the collection and disposal of waste around the campus	5 days/week	5 days/week	5	4	4	4.33	
Total Over-all Rating								18.33	
Average Rating (Total Over-all rating divided by 4)				4.58	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.58					
ADJECTIVAL RATING				VS					


Received:


Planning Office

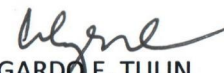

Calibrated by:


PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Approved by:


EDGARDO E. TULIN
President 

Instrument for Performance Effectiveness of Administrative Staff


Rating Period: Jan-June 2016
 Name of Staff: Zandro Israel Position: Admin-Aid III

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		59				
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		4.916				

Overall recommendation :


MAREN BALIAD
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ZANDRO ISRAEL

Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:



MARIO E. BALIAD
Unit Head