

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ALFREDO BRAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.21	70%	2.947
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL			4.147

TOTAL NUMERICAL RATING: 4.147

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.147

ADJECTIVAL RATING: VS

Prepared by:

MARIO C. BANTUGAN

Name of Staff

Reviewed by:

MARIO LILIO VALENZONA

Department/Office Head

Recommending Approval:

[Signature]

Chairman, PMT

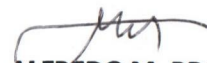
Approved:

EDGARDO E. TULIN


President [Signature]

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALFREDO M. BRAGA** 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- JUNE 2016**


ALFREDO M. BRAGA
Ratee

Approved:


APOLONIO M. ENCIERTO
Head of Unit


MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Power related new and major project completed	Installed Electrical Systems 1. Administration building	Installed electrical rough-ins & raceways	120	150	4	4	4	4	
	2. Academic and Research buildings	Installed electrical wiring	5	6	5	5	4	4.67	
	3. IGP building	Installed electrical panel board, switches, convenience outlet, aircon outlet and devices	45	55	5	5	4	4.67	
	4. Student and Staff Housing	Installed electrical lighting fixtures	25	30	4	4	4	4	
Electrical Division System Circuit, repair and maintain	1. No. of electric pole replaced/maintain	Replaced/Maintained electric poles distribution and secondary lines, cross arms, cut outs, and insulators	10	12	4	4	4	4	
	2. No. of primary and secondary service entrance repaired and	Re-insulated and replaced primary and secondary service entrance	5	7	4	4	4	4	
	3. No. of primary and secondary lines repaired and	Tension primary and secondary lines, reconnected the primary and secondary lines and cleaned insulators and cut outs	5 minor repair 5 major repair	6 minor repair 6 major	4	5	4	4.33	
	4. No. of Distribution transformer serviced and maintained	Cleaned primary and secondary bushing, took sample of transformer oil for color index, refilled new transformer oil	17 distribution transformer		4	4	4	4	
Total Over-all Rating								33.667	

Average Rating (Total Over-all rating divided by 4)		4.21	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality:			
Approved Additional point (with copy of approval)			
FINAL RATING		4.21	
ADJECTIVAL RATING			

Received:


Planning Office

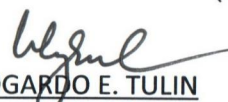

Calibrated:


PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Approved by:


EDGARDO E. TULIN
President 

EMPLOYEE DEVELOPMENT PLANName of Employee: ALFREDO BRAGAPerformance Rating: Very Satisfactory

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:

Prepared by:


APOLONIO M. ENCIERTO

Unit Head

Instrument for Performance Effectiveness of Administrative Staff


Rating Period: Jan-June 2016
 Name of Staff: Alfredo Braga Position: Adm. Asst. 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		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						
Average Score		4				

Overall recommendation :


 Apolonio M. Enderito
 Name of Head