

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VERONICO B. ALMERODA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.91


FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:



VERONICO B. ALMERODA
Name of Staff


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


ANABELLA B. TULIN
DEAN, Graduate School

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VERONICO B. ALMERODA**, of **GRADUATE SCHOOL** 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, 2021.

VERONICO B. ALMERODA

Ratee

Approved:

ANABELLA B. TULIN

Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
ODGS MFO 1. Administrative and Facilitative Services										
	PI 1. Number of documents requested, received and followed up on time	Delivered and followed up documents (memos, letter requests, PRs, application for admission announcements, etc.) to various offices/departments	100	100	5	5	5	5.0		
	PI 2. Number of official documents bound (binding services)	Photocopied office documents	100	100	5	5	5	5.0		
	PI 3. Number of damaged books and other bound documents repaired/ re-bound	Performed other jobs: 1. Water and tender plants inside and outside the office	10 mins. before dismissal (5 times a week)	10	5	5	5	5.0		
		2. Clean office rooms and CRs before and after office hours	6 office rooms and 5 CRs	6 office rooms and 5 CRs	5	5	5	5.0		
		3. Clean the surroundings within the office vicinity	15 minutes every office hours	15 minutes every office hours	5	4	5	4.67		
ODGS MFO 2. Frontline Services										
	PI 1. Efficient and customer friendly frontline service	Served clients with courtesy and friendly service	Zero percent complaint from client served	Zero percent complaint from client served	5	5	5	5		
Total Over-all Rating								29.67		

Average Rating (Total Over-all rating divided by 4)	29.67/6	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.95	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development

Purpose:

Constant cleaning of surroundings

Evaluated and Rated by:

Anabella B. Tulin
ANABELLA B. TULIN

DEAN, Graduate School

Date: Oct. 1, 2021

Recommending Approval:

Anabella B. Tulin
ANABELLA B. TULIN

DEAN, Graduate School

Date: Oct 1, 2021

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: Oct 5, 2021



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2021- June 2021

Name of Staff: VERONICO B. ALMERODA

Position: ADMIN AIDE 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	4.83				
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	4.83				

Overall recommendation : OUTSTANDING


ANABELLA B. TULIN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VERONICO B. ALMERODA

Performance Rating: _____

Aim: Since OGS has been renovated and expanded, there is a need to maintain the cleanliness of the in and around the Office of the Dean of Graduate School

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: February 2021

First Step: Take charge in the landscaping of potted and planted plants around the office for beautification purposes

Result: The office is now surrounded with well-trimmed plants and blooming flowering plants

Date: March 2021 Target Date: June 2021

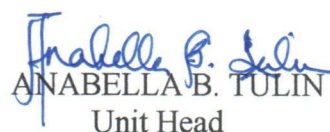
Next Step: The in and out of the surrounding of OGS must be cleared in every first hour of the morning or earlier

Outcome: Cleanliness was maintained in and outside the office everyday

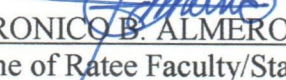
Final Step/Recommendation:

Continuous maintenance of the cleanliness in and out of the office.

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


VERONICO B. ALMERODA
Name of Ratee Faculty/Staff