



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: EDUARDO B. ASILOM

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.46	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding


Prepared by:


EDUARDO B. ASILOM
Name of Staff


Reviewed by:


CHARIS B. LIMBO
Department/Office Head

Recommending Approval:



ALELI A. VILLOCINO
Dean, College of Education


Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Eduardo B. Asilom**, Administrative Aide of the Institute of Human Kinetics 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 2020**.


EDUARDO B. ASILOM
Ratee


CHARIS B. LIMBO
Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100%no complaint	5	5	5	5	
Student Development & Welfare Support	Number of completion of grades/gradesheets forwarded to Registrar's office	Documents forwarded to University Registrar	85	150	5	5	5	5	
Messengerial Services	Number of documents served within the day of receipt	Documents served within the day	300	300	5	5	5	5	
	No. of documents processed/delivered and followed up - Travel Order / RIS / Trip Tickets / Purchase Request/Payroll - Cash Advance Liquidation - Pre-Travel Payment/Liquidation - Reimbursement of Travel Expenses - Daily Time Records (DIR) & Certificate of Service Rendered (CSR) - Contract of Services (JO / Part- - Communications/Notices of Meeting	Delivered and follow-up for approval Processed documents specified time as	50	75	5	5	5	5	
		Forwarded documents on time	230	245	5	5	5	5	
		Contract processed Delivered different offices/dept.	350	380	5	5	5	5	

Janitorial Services	Number of sports facilities prepared/laid-out for instructions use	Prepared/laid outs sports facilities for instructions use	4	4	5	5	5	5	Jan.-March 15, 2020 only, activities suspended due to COVID 19
	Number of sports facilities prepared/laid-out for the friendly games during VSU Anniverary 2020	Prepared/laid outs sports facilities	5						Activities suspended due to COVID 20
	Number of athletic supplies/equipment/transported from stockroom to athletic venues of the University Anniversary 2020	Transported and upkept of athletics supplies and equipment	50						Activities suspended due to COVID 19
	Number of students' male and female comfort rooms, shower rooms cleaned and maintained within the day	Cleaned CR male and female students & faculty male/female cleaned and maintained	4	4	4	4	5	4.33	
Other Services	No. of documents mimeographed/risographed within specified time	Reproduced instructional materials	5,000	6,000	5	5	5	5	
	Number of rackets served per clientele	Regutting of rackets served	20	20	4	5	5	4.67	
Total Over-all Rating					48	49	50	49	
Averaged Rating					4.4	4.5	4.5	4.45	

Average Rating (Total Over-all rating divided by 4)	17.82	4.455
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Willing to extend services outside his designated functions.

Evaluated & Rated by:

CHARIS B. LIMBO

Unit Head

Date: _____

Recommending Approval:

ALELI A. VILLOCINO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2020**

Name of Staff: **Eduardo B. Asilom**

Position: **Administrative 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


Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 (<i>For supervisors only to be rated by higher supervisor</i>)	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					4.92

Overall recommendation : willing to extend services outside his designated functions.


CHARIS B. LIMBO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDUARDO B. ASILOM**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep of the area assigned

Proposed Intervention to Improve Performance:

Hire additional utility to help the bulk of work since the office is always involved in the University-wide activities and one of our existing utility will be retiring, April 2021

Date: January 2021

Target Date: April 2021

First Step:

* Hire additional utility to help in the jobs assigned

Result:

* Ensure clean and safe environment

Date: July –December 2020

Target Date: July – December 2020


Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned


Final Step/Recommendation:

The employee has a very good work attitude, with the bulk of work additional utility can be of great assistance.

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


EDUARDO B. ASILOM
Name of Ratee/Staff