



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MICHAEL D. DAG-UMAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.98	70%	2.786
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.42	30%	1.026
TOTAL NUMERICAL RATING			3.812

TOTAL NUMERICAL RATING: 3.812

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 3.812

FINAL NUMERICAL RATING 3.812

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MICHAEL D. DAG-UMAN
Name of Staff

Reviewed by:

VENICE B. IBÁÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ACOMPLISHMENT

Michael D. Dag-uman, of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2021.


MICHAEL D. DAG-UMAN

Ratee

Approved:


VENICE B. IBANEZ

Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating			Remarks	
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer -friendly frontline service	0% complaint from client served	95% no complaint	95% no complaint	95% no complaint	4	4	4	4	
Messengerial Services	percent of documents delivered, facilitated and	Deliver, facilitate and process	80%	95%	4	5	4	4.33	

	processed within the day of receipt	documents within the day of receipt							
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned /swept and maintained its surroundings regularly	Clean offices, classrooms, CRs and sweep grounds and maintain its surroundings regularly	1 office	1 office 2 CRs 1 ground	4	4	4	4	
			2 CRs						
			1 ground						
	% ground of DTHM Grass cut	Grass cut of weed on the front of DTHM office	80%	90%	4	4	4	4	
Other Services	% of documents as faculty request for photocopying	Photocopying of document as per request of faculty	60%	80%	4	4	4	4	
	% Inventory of Stock rooms	Usable and waste materials	60%	85%	3.5	3.5	3.5	3.5	
	Returned Waste of Unserviceable materials of faculty and Staff to SPPMO (Montejo, Lao, Omega)	Unserviceable materials of Staff and Faculty	30%	60%	4	4	4	4	
Maintenance	No. of computers repaired	repair and maintain computers	1 unit	2 units	4	4	4	4	

	No. of Printers repaired	Reset printer "inkpad full"	1 unit	3 units	4	4	4	4	
	No. of Faculty serve in installing Local Area Network (LAN)	Installing of LAN in the Accreditation area as requested	4 LAN cables	6 LAN cables	4	4	4	4	
Total Over-all Rating									


Average Rating(Total Over-all rating divided by 8)		3.98
Additional Points:		-
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose:

Attend relevant trainings for performance enhancement


VENICE B. IBÁÑEZ
 Department Head

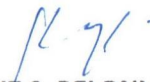
Evaluated & Rated by:


VENICE B. IBÁÑEZ
 Department Head
 Date: _____

Recommending Approval:

MOISES NEIL V. SERIÑO
 Dean, CME
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 10/6/21

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: Michael D. Dag-uman

Position: Administrative Aide

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 (<i>both for subordinates and supervisors</i>)		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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	41				
Average Score	3.92				

Overall recommendation : *Keeping accurate records as messenger/utility personnel is important. Thus, he needs training related to this.*

IB
VENICE B. IBÁÑEZ

Printed Name and Signature
Head of Office