

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2016Name of Staff: Generoso L. Vequize Position: Admin. Aide IV

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		51				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	51				
Average Score	4.25				

Overall recommendation

: *Mr. Vigniso is much appreciated by our guests who because he makes travel time interesting.*

Maria Aurora Teresita W. Tabada
MARIA AURORA TERESITA W. TABADA
 Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

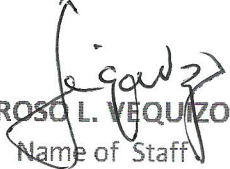
Name of Faculty Member: GENEROSO L. VEQUIZO

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.68	70%	3.28
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
		TOTAL, NUMERICAL RATING	4.56


EQUIVALENT NUMERICAL RATING: 4.56
 Add: Additional Points, if any: 0.1
 TOTAL NUMERICAL RATING: 4.66

ADJECTIVAL RATING: 0


Prepared by:


GENEROSO L. VEQUIZO
 Name of Staff

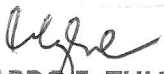

Reviewed by:


MARIA AURORA T. W. TABADA
 Department Head/Office Head

Recommending Approval:


RIMBENTO A. PATINDOL
 Chairman, PMT

Approved by:


EDGARDO E. TULIN
 President 

Individual Performance Commitment and Review Form (IPCR)

I, GENEROSO L. VEQUIZO, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December 2016.


GENEROSO L. VEQUIZO
 Ratee

Approved:


MARIA AURORA T. W. TABADA
 Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	4.70	4.70	4.70	4.70	
 Driving Services	 Number of passengers delivered/ conducted safely ontime	 conducted & fetched staff and visitors	 150	 250	 5.00	 5.00	 5.00	 5.00	
Maintenance of vehicle	Number of times vehicle maintained/cleaned	maintained and cleaned vehicle	60	75	4.50	4.50	4.50	4.50	
Others					4.50	4.50	4.50	4.50	
Maintenance of ISRDS front lawn	Number of times lawn maintained/cleaned	maintained and cleaned lawn	25	35					

Messengerial
services

Number of
documents delivered
and facilitated

delivered
documents

50

75

**Total Over-all
Rating
Average Rating
Adjectival Rating**

18.70 18.70 18.70 18.70

4.68 4.68 4.68 4.68

VS

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

Received by:

Calibrated by:

Recommending Approval:

Approved by:


PRPEO


REMBERTO A. PATINDOL
PMT


BEATRIZ S. BELONIAS
Vice President for Instruction


EDGARDO E. TULIN
President

Date _____ Date _____

Date _____

Date _____

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