

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **ARMANDO M. PABON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.78	70%	3.35
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ARMANDO M. PABON
Name of Staff

Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

ADMINISTRATIVE RATING FOR COMMITTEE OF THE DISTRICT BOARD

ADMINISTRATIVE RATING

Mark of Administrative Rating

Administrative Rating (1)	Administrative Rating (2)	Administrative Rating (3)	Administrative Rating (4)
Administrative Rating (1)	Administrative Rating (2)	Administrative Rating (3)	Administrative Rating (4)
Administrative Rating (1)	Administrative Rating (2)	Administrative Rating (3)	Administrative Rating (4)
Administrative Rating (1)	Administrative Rating (2)	Administrative Rating (3)	Administrative Rating (4)

4.0

Administrative Rating (1)

4.0

Administrative Rating (1)

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Administrative Rating (1)


Administrative Rating (1)

Administrative Rating (1)

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARMANDO M. PABON, of the Department of Pest Management 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 2018 to June 2018


ARMANDO M. PABON
 Ratee

Approved: 
JESUS TO L. LIM
 Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Administrative Support Services	# of rooms maintained	Number cleanliness and orderliness of DPM	7	11	5	4	5	4.67	
	Area of lawns maintained	Maintained cleanliness of dept. lawns, inside and outside of the building	1000 sq.m.	1, 500 sq.m.	5	4	5	4.67	
	# of plants cared	Takes care of the plants both inside and outside the DPM building	50	60	5	4	5	4.67	
	# of papers/pages mimeographed	Mimeographs course outline, lab. exercises, handouts, office forms and etc.	6000	6, 500	5	4	5	4.67	
	# of supplies withdrawn	Assist in the withdrawal of supplies from supply office	10	20	5	5	5	5.0	
	# of garbage disposed	Assist in disposal of garbage in garbage dump site	25	50	5	5	5	5.0	
Total Overall Rating								28.68 / 6 = 4.78	

Average Rating (Total Over-all rating divided by 4)		4.78	None
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.78	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:


JESUSITO L. LIM
 HEAD DPM

Date: _____

Recommending Approval:


VICTOR B. ASIO
 DEAN CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period January-June 2018
(Accomplishments)

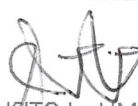
Name of Staff: ARMANDO M. PABON.

Position: Adm. Aide III (Utilityman)

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 Title	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.	Maximize 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 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		
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		52
Average Score		4.33

Overall recommendation: _____


JESUSITO L. LIM
Name of Head

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Armando M. Pabon

Performance Rating: Outstanding

Aim: None

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

None, excellent job performed

Prepared by:


JESUSITO L. LIM
Unit Head

Conforme:


ARMANDO M. PABON
Name of Ratee Faculty/Staff

U.S. DEPARTMENT OF AGRICULTURE

WATER RESOURCES DIVISION
WASHINGTON, D.C. 20250

REPORT OF THE NATIONAL COMMISSION ON

WATER

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