



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July-December 2021)

Annex P

Name of Administrative Staff: ANELITO C. PERNITO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.24	4.24x 70%	2.97
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: 4.42

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.42

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

ANELITO C. PERNITO
Name of Staff

Reviewed by:

MARIA HAZEL I. BELLEZAS
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



Visayas State University
College of Management and Economics
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANELITO C. PERNITO**, of the Department of Economics 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-December 2021.

ANELITO C. PERNITO

Ratee

Approved:

MARIA HAZEL I. BELLEZAS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of documents forwarded/retrieved for processing and follow-up	Messengerial work	100	110	5	4	4	4.33	
	Number of times building/windows opened & closed	Opened and closed the office	Every working days	Everyday	5	4	4	4.33	
	No. of hours faculty offices, CRs, conference room, hallways and surroundings cleaned	Maintains the cleanliness	100	100	5	4	4	4.33	
	Area of lawn maintained (sq.m. approx.)	Maintenance of surroundings	200	200	5	4	4	4.33	
	No. of documents photocopied/mimeographed	Photocopying/mimeographing/printing services	100	110	5	4	4	4.33	
	Number of ornamental plants/propagated	Planted and propagated	100	100	4	4	4	4.00	
	Other Ouputs implementing the new normal due to covid 19	Disinfect offices & CRs	Every three months	Daily	4	4	4	4.00	
Total Overall Rating								29.67	
Average Rating								4.24	
Adjectival Rating								VS	

Evaluated & Rated by:

MARIA HAZEL I. BELLEZAS

Department Head

Date: _____

Recommending Approval

MOISES NEIL V. SERINO

Dean, CME

Date: 2/10/22

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/11/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Anelito C. Pernito Position: Admin. Aide III

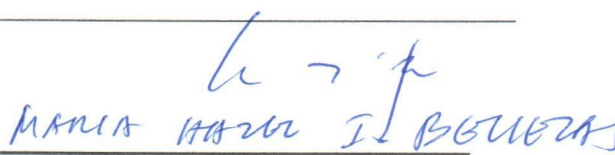
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score		Total				
		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						

Overall recommendation : _____



 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

July-Dec. 2021

Name of Employee : ANELITO C. PERNITO
Performance Rating : Very Satisfactory

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DFST surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2021

Target Date: Dec. 2021

First Step:

Monitor Mr. Pernito's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DOE cleanliness were maintained.

Date: July 2021

Target Date: Dec. 2021

Next Step:

One-on-one meeting with Mr. Pernito.


Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DOE surroundings has improved.

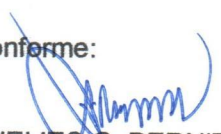
Final Step/Recommendation:

Required Mr. Pernito to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:


MARIA HAZEL I. BELLEZAS
Unit Head

Conforme:


ANELITO C. PERNITO
Ratee