

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LEVI G. CASTANAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

JOSE ROSE B. CAPRICHO
Name of Staff

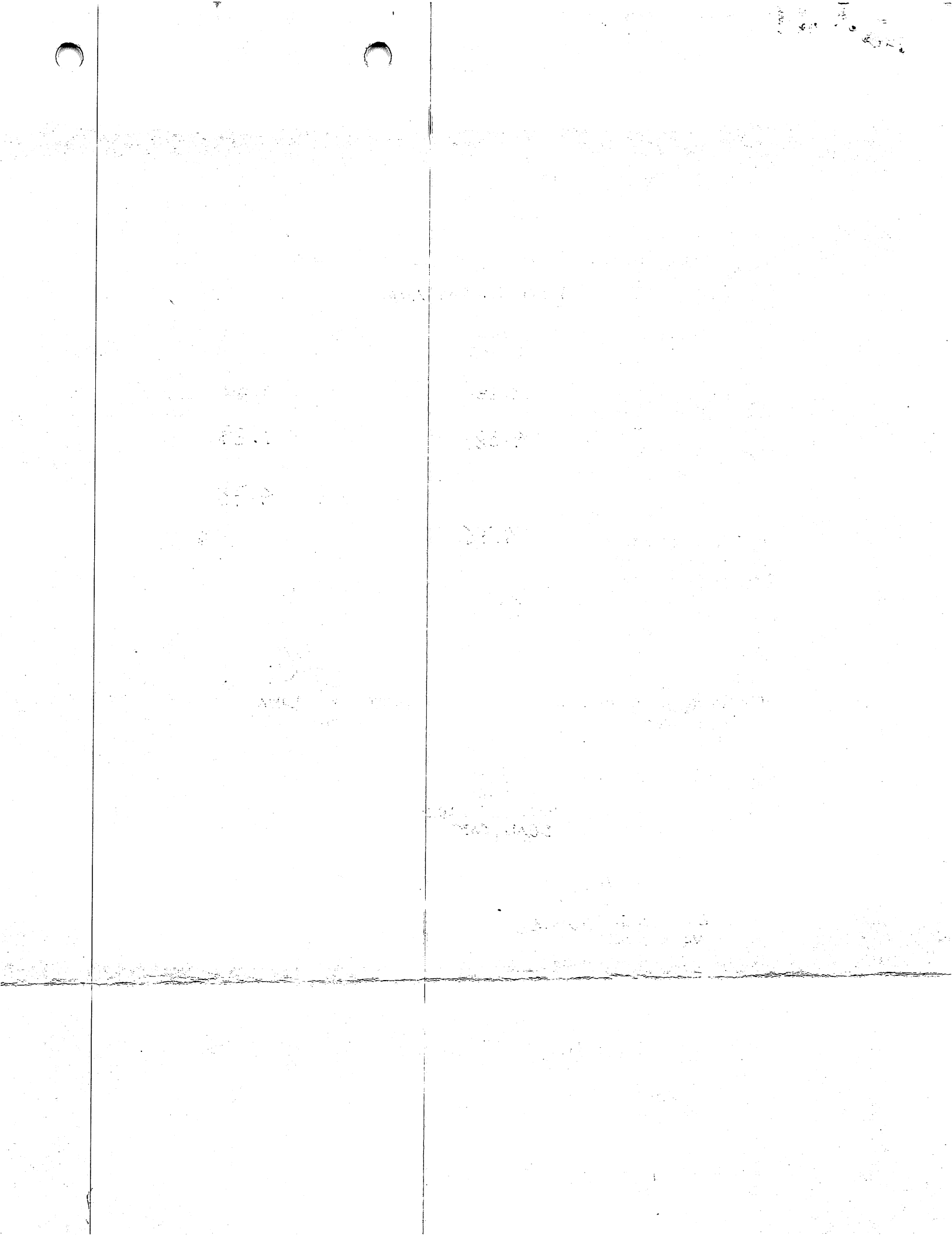
EMILITE B. LIMA
Department/Office Head

Recommending Approval:

VICTOR B. AGID
DEAN, FATS

Approved:

BEATRIZ S. BELONIAS
Vice President



“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEVI G. CASTANAS**, of the **Dept. of Soil Science** 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 1, 2018 to June 30, 2018. (Target and accomplishment)


LEVI G. CASTANAS
Ratee

Approved: 
SUZETTE B. LINA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administrative Support Services (GASS)	# of course materials mimeographed/collated ready for distribution.	Mimeographed syllabus and laboratory manuals, course outlines and examinations/collated.	2000	3500	5	5	5	5.00	
Messengerial	# of papers/documents delivered/followed-up	Follow-up papers/documents processed of Job Requests, TOs, Trip Tickets, Reimbursements, Appointments of Job Order, RIS, Purchase Requests, Grade Sheets, Class Rosters, Payrolls, etc.	700	1250	5	4	5	4.66	
Dept. Classrooms / offices/ lawn and plants Maintenance	# of classrooms/offices cleaned # of plants maintained	-Cleaned and maintained classrooms/offices -Maintained plants							
Field coordinator	# of laborers supervised	Supervise laborers in the field (planting, weeding, harvesting, etc)							
Total Over-all Rating								4.83	

Average Rating (Total Over-all rating divided by 4)

4.83

Additional Points:

Punctuality XX

Approved Additional points (with copy of approval) XX

FINAL RATING

4.83

ADJECTIVAL RATING

○

Comments & Recommendations for Development Purpose:

Excellent! 

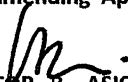
Evaluated and Rated by:



SUZETTE B. LINA
HEAD, DSS

Date: _____

Recommending Approval :



VICTOR B. ASIO
DEAN, CAFS

Date: _____

Approved by:



BEATRIZ S. BELONIAS
VICE PRES. FOR INSTRUCTION

Date: _____

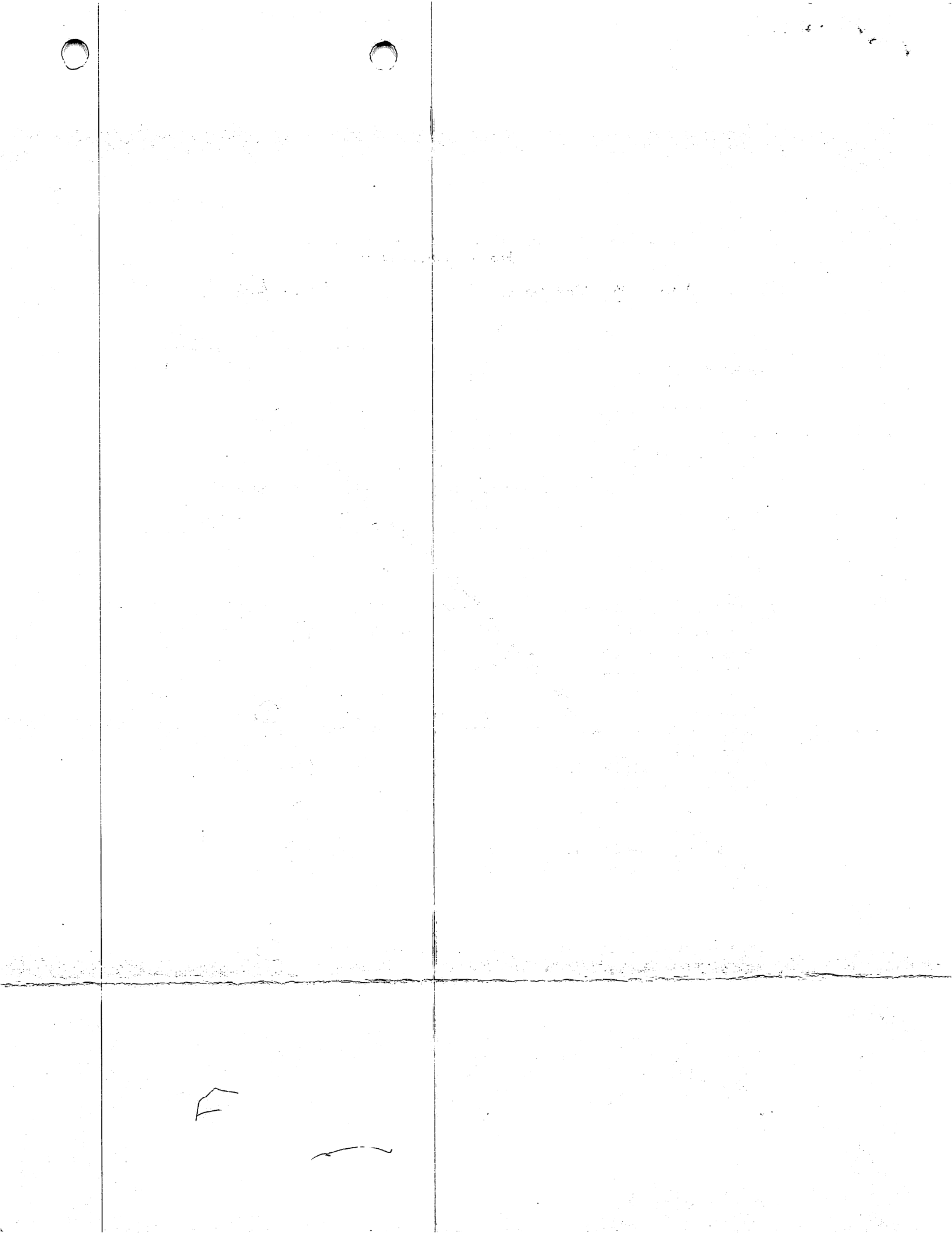
Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2018Name of Staff: Levi M. CastañaresPosition: Adm. 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.

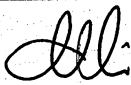
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

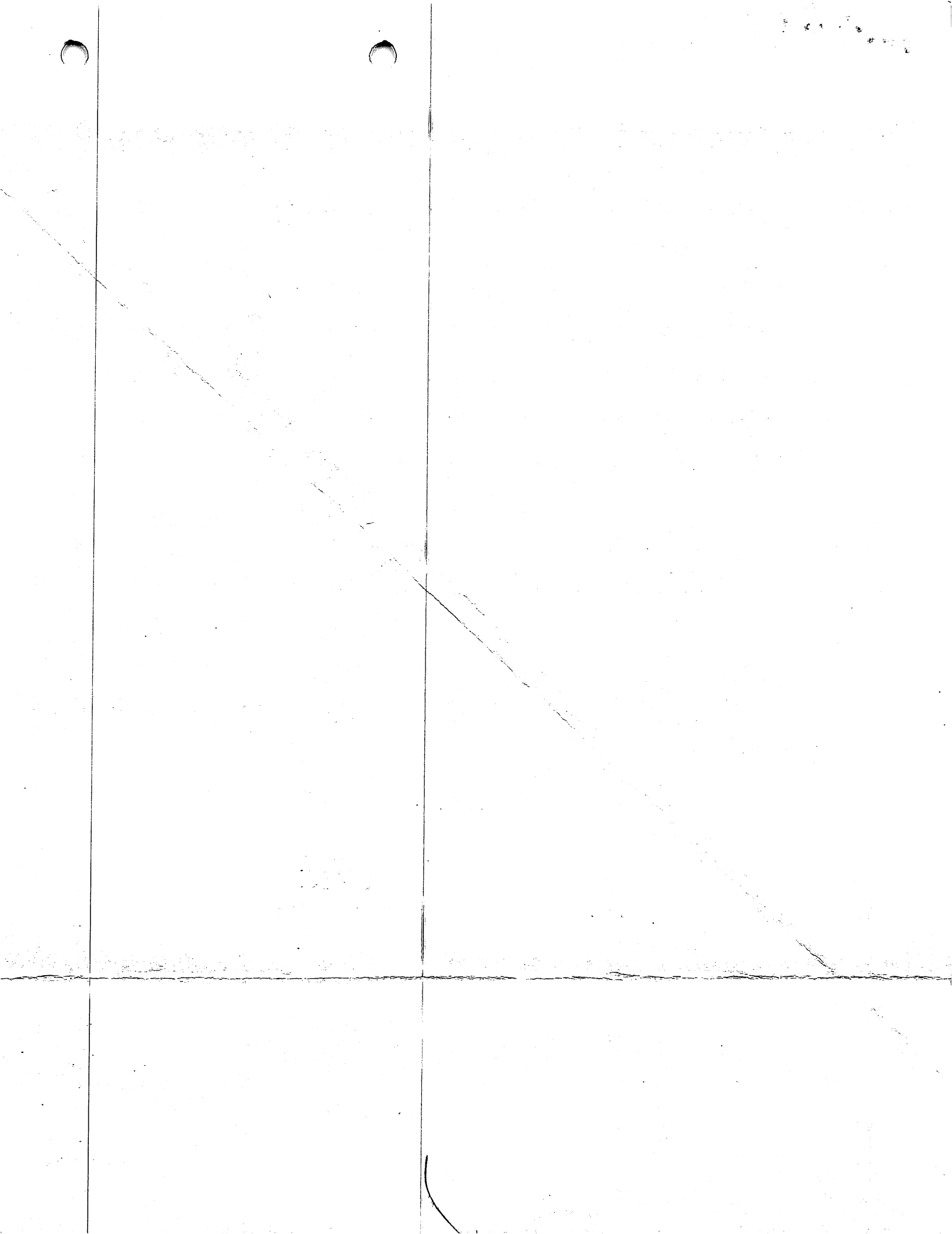
A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2. Makes self-available to clients even beyond official time.	(5)	4	3	2	1
3. Submits 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
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					
Average Score					

Overall recommendation : _____


SUZETTE B. LINA
 Name of Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEVI G. CASTAÑAS

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: January to June 2018

First Step:

To attend trainings and seminars to improved skills as administrative staff

Result:

Has attended training on GAD

Has attended seminar on retirement

Date: June 2018

Target Date: June 2018

Next Step:

Attend more trainings and seminars related to administrative work

Outcome: Scout for trainings and seminars outside the university related to administrative/ messengerial function.

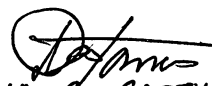
Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme :


LEVI G. CASTAÑAS
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEVI Q. LAST
Performance Rating: OUTSTANDING

Area for growth and development:

Proposed time to improve: 6 months

Target Date: January 1978

First Step:

1. Attend seminars and workshops to improve administrative skills.

Result:

Has attended seminar on CAD.

Has attended seminar on computer.

Target Date: June 1978

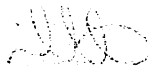
Next Step:

Attend a one-day seminar and workshop to improve work.

Outcomes: Good for planning and control of the university related to administrative functions.

Final Step Recommendation:

If he is successful in completing the above steps, he will be promoted to the position of secretary and possibly to the position of administrative assistant.


LEVELL B. SMITH
Chairman

Proposed to: