



**Annex P**

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

Name of Administrative Staff: Roderick M. Unajan

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

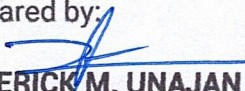
TOTAL NUMERICAL RATING: 4.92

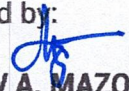
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.92

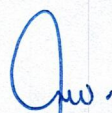
FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: OUTSTANDING

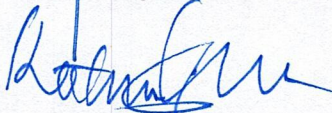
Prepared by:  
  
**RODERICK M. UNAJOAN**  
Name of Staff

Reviewed by:  
  
**ANDREW A. MAZO**  
Department/Office Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean, College of Education

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President





## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Roderick M. Unajan** of the **Institute of Human Kinetics** 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 1 - June 30, 2024.**

**RODERICK M. UNA JAN**

Admin. Aide III

Date: July 8, 2024

**ANDREW A. MAZO**

Director, IHK

Date: July 9, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	Zero complaint	5	5	5	5	
Administrative/Clerical Services	Number of documents numbered, recorded and released	Serves as AdDRC/Core dDRC of the dept; assigns control numbers to all quality records of the department	100 (for the whole yr)	150	5	5	5	5	
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	100	120	5	5	5	5	
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	1	4	4	4	4	
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	15	15	5	5	5	5	
	Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	4	4	4	4	
		Prepares Individual Faculty Workload	44	44	5	5	5	5	
		Prepares Projected Faculty Workload for hiring and renewal of appointments	1	3	5	5	5	5	



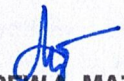
		Prepares Summary of Individual Rating of faculty IPCRs	44	44	5	5	5	5	
	Number of official communications/recommendations drafted/encoded	Drafts official communications	20	25	5	5	5	5	
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	4	10	5	5	5	5	
	Number of documents filed and scanned	Files and scans official documents	100	230	5	5	5	5	
Other Services	Number of meetings attended	ISO related meetings, Department meetings, etc.	10	2	5	5	5	5	
	Number of trainings/seminars attended	Participant	1	1	5	5	5	5	
	Number of innovations	E-filing of department documents	500	385	5	5	5	5	
Total Over-all Rating					4.88	4.88	4.88	4.88	

Average Rating (Total Over-all rating divided by number of entries)		4.88
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		OUTSTANDING

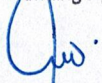
**Comments & Recommendations for Development Purpose:**

*Very efficient in time-conscious employee.*

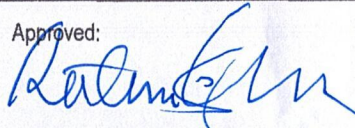
Evaluated & Rated by:

  
**ANDREW A. MAZO**  
 Director, IHK  
 Date: July 9, 2024

Recommending Approval:

  
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: July 10, 2024

Approved:

  
**ROTACIO S. GRAVOSO**  
 VP for Academic Affairs  
 Date: 09/17/24



# PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: INSTITUTE OF HUMAN KINETICS

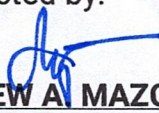
Head of Office: ANDREW A. MAZO

Number of Personnel: 32

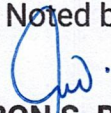
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of the Institute and Individual Accomplishments (January – June 2024)		Faculty Meeting June 14, 2024			Each faculty finalize their IPCR Accomplishments (January – June 2024)
<b>Coaching</b>  Review the needed support to facilitate the attainment of the Institute's targets (Jan-June 2024)		Faculty Meeting June 20, 2024			Submit a List of support needed to attain targets

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ANDREW A. MAZO**  
Immediate Supervisor  
Supervisor

Noted by:

  
**BAYRON S. BARREDO**  
Next Higher



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Roderick M. Unajan  
Performance Rating: January – June 2024

Aim: To further enhance competencies in document management system.

Proposed Interventions to Improve Performance:

Date: July 1, 2024

Target Date: December 31, 2024

First Step: Attendance to Seminar- Workshop/ Conventions/ Trainings related to Document management system.

Result: Was able to apply in day-to-day work.

Date: July 2024 Target Date: January – December 2024

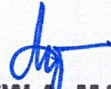
Next Step: To attend POAP trainings and seminars to sharpen existing skills and learn new skills.

Outcome: Increased work quality and work productivity.

Final Step/Recommendation:

Attendance to Records Management System related trainings to further enhance knowledge & competencies for effective implementation.

Prepared by:

  
**ANDREW A. MAZO**  
Unit Head

Conforme:

  
**RODERICK M. UNAJan**  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: Roderick M. Unajan Position: Clerk I (AA3)

**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 <u>himself</u> /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		20				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		25				
Average Score		5				
Overall recommendation:						
Must maintain his work attitude all the time!						

  
**ANDREW A. MAZO**  
 Immediate Supervisor