

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LEOPOLDO P. IGOT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.262
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.545	30%	1.3635
TOTAL NUMERICAL			4.6255

TOTAL NUMERICAL RATING: 4.6255

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.6255

ADJECTIVAL RATING: 0

Prepared by:

MARIO C. BANTUGAN

Name of Staff

Reviewed by:

MARIO LILIO VALENZONA

Department/Office Head

Recommending Approval:

Chairman, PMT

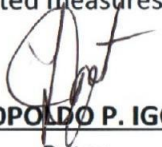
Approved:

EDGARDO E. TULIN

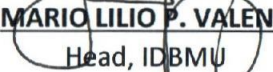
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Leopoldo Igot of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: January to June 2016


LEOPOLDO P. IGOT
Ratee

Approved:


MARIO LILIO P. VALENZONA
Head, IDBMU

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Carpentry, Masonry and Furniture Works	Completed Works	Various Repair of Buildings and Furnitures	8	10	5	5	4	4.6667	
Total:									
Total Over-all Rating								4.7	

Average Rating (Total Over-all rating divided by)		4.666667	Comments & Recommendations for Development Purpose:
Punctuality:			
Approved Additional point (with copy of approval)			
FINAL RATING		4.666667	
ADJECTIVAL RATING		VS	

Received:

Calibrated by:

Recommending Approval:

Approved by:


Planning Office


PMT


REMBERTO A. PATINDOL
Vice President


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2016
 Name of Staff: Leopoldo 1901 Position: Adm. Aide V

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		50				
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		4.545				

Overall recommendation :

MARIN LILLO VALENZONA
 Name of Head

EMPLOYEE DEVELOPMENT PLANName of Employee: LEOPOLDO P. IGOTPerformance Rating: Outstanding

Aim: _____

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

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome:

Prepared by:


MARIO LILIO VALENZONA

Unit Head