

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORBERTO M. MANAGBANAG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	³ 4.85 <i>g</i>	30%	⁴⁴ 1.464 <i>g</i>
TOTAL NUMERICAL RATING			⁴⁴ 4.859 <i>g</i>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:


⁴⁴
4.859 *g*
⁴⁴
4.859 *g*
⁴⁴
4.859 *g*

Outstanding

Prepared by:

Reviewed by:



NORBERTO M. MANAGBANAG
Name of Staff


ELIZABETH S. QUEVEDO
Department/Office Head

Recommending Approval:



MA. THERESA P. LORETO
Dean, CAS


Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERTO M. MANAGBANAG of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2023.


NORBERTO M. MANAGBANAG
 Ratee *Jan. 5, 2024*

Approved: 
ELIZABETH S. QUEVEDO
 Head of Unit *1/5/24*


MA. THERESA P. LORETO
 Dean, CAS *JAN 16 2024*

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
General Administration and Support Services (GASS)	P1. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	25/week	35	5	4	4	4.33	
	P1. 2 Number of Gov't forms facilitated, submitted on time		Documents submitted on time	26/week	30	5	5	5	5.00	
Janitorial Services	P1. 1 Offices maintained and cleaned	Janitorial	Offices clean	90%	95%	5	5	5	5.00	
	P1. 2 Number of lecture room maintained	Janitorial	lecture room clean	5%	5%	5	5	5	5.00	
	P1. 3. Number of laboratory room maintained		laboratory room clean	5%	5%	5	5	5	5.00	
	Maintained CR's/ surroundings		Maintain cleanliness of DoPAC	2 student CRs & 2 Faculty & Staff CRs	100%	5	5	5	5.00	
	P1. 2 Number of times DoPAC surroundings mowed		mow DoPAC surroundings	once a month	3	5	4	4	4.33	Jul-September

	P1.1 Efficient and customer friendly frontline service	General services	served with 0% complaint	zero complaint	100%	5	5	5	5.00	
Other Services	Emergency assistance	Administrative	emergency assistance	10	10	5	5	5	5.00	
	Total Over-all Rating								43.67	

Average Rating				4.85
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING				4.85
ADJECTIVAL RATING				Outstanding

Comments & Recommendations for Development Purposes

Attendance to seminar-workshop-training on computer program literacy should be done

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Department Head, DoPAC

1/5/24

Recommending Approval:



MA. THERESA P. LORETO

Dean, College of Arts & Sciences

JAN 16 2024

Approved:



BEATRIZ S. BELONIAS

VP for Academic Affairs

1/17/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December, 2023**

Name of Staff: **NORBERTO M. MANAGBANAG**

Position: **Administrative Aide I**

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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his/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		58				

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		N/A				
Average Score		4.83				

Overall recommendation : Should attend training/workshop/seminar related computer-literacy



ELIZABETH S. QUEVEDO
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: NORBERTO M. MANAGBANAG


Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to attend training-workshop on the application of computer program/software commonly use in the office Followed up health status				September, 2023; Needed more time to familiarize the use of computer November, 2023
Coaching	One-on-one tutorial in the use of computer to access files to generate required documents Advised to seek medical help for his health-related problem				

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

Conducted by:


ELIZABETH S. QUEVEDO
 Immediate Supervisor

Noted:


MA. THERESA P. LORETO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO M. MANAGBANAG

Performance Rating: _____

Aim: Aspire for an outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Regular attendance to computer literacy and personality development seminar/ training
/workshop

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

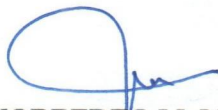
Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



NORBERTO M. MANAGBANAG

Name of Ratee Faculty/Staff