

Computation of Final Individual Rating for Administrative Staff

Name of Administrative Staff: Antonette S. Cruz

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: Outstanding


Prepared by:


ANTONETTE S. CRUZ
Name of Staff

Reviewed by:


CELSO GUMAOD
Department Head

Recommending Approval:


ROBERTO C. GUARTE
Dean, COE

Approved by:


BEATRIZ S. BELONIAS
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANTONETTE S. CRUZ, of the DEPARTMENT OF MECHANICAL ENGINEERING commit 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 to June 30, 2018.


ANTONETTE S. CRUZ

Ratee

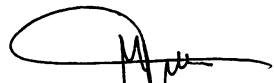

CELSON GUMAOD

Head

MFO No.	Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services											
	MFO 1. Administrative and Facilitative Services										
		PI 7. Number of office and laboratory equipment purchased	Procurement of office and laboratory equipment	Preparation of Project Procurement Management Plan (PPMP) and Purchase Requests (PR)	2	2	5	5	4	4.67	
		PI 9. Additional Outputs									
		Number of documents prepared and submitted on time	Preparation and submission of documents	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, Travel Order, travel and supplies cash advance and reimbursement, procurement related documents, contracts, appointments, payroll, class roster, gradesheet, among other documents	200	358	5	5	5	5.00	
		Number of Incoming documents recorded	Recording and filing of incoming documents	Recording and filing of Memorandum and Incoming Letters	50	65	5	4	5	4.67	
		Number of Registration Permit Issued	Issuance of registration forms to BSME students	Issuance of registration forms by year level and as scheduled	150	161	5	5	5	5.00	
		Number of Student Grades Issued	Issuance of grades to BSME students	Issuance of students grades	50	52	4	5	5	4.67	

		Number of faculty evaluation conducted and results submitted to the Office of the Vice President for Instruction (OVPI)	Serve as an Evaluation Facilitator during the evaluation period	Facilitates Faculty Performance Evaluation	20	25	5	5	4	4.67	
	MFO 2. Frontline Services										
		PI 1. Efficient and customer friendly frontline service	Frontlining/providing assistance to client concerns	No complaint from clients	100%	100%	5	5	5	5.00	
	Total Over-all Rating									33.67	
	Average Rating									4.81	
	Adjectival Rating										


Evaluated & Rated by:


CELSO GUMAOD


Head

Date: _____

Recommending Approval:


ROBERTO C. GUARTE
 Dean, College of Engineering
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice Pres. for Instruction
 Date: _____

Comments:

Please follow-up the recent purchase request (PR) of the department.

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January to June 2018

Name of Staff: Antonette S. Cruz

Position: Administrative Aide III

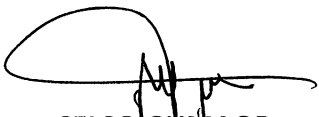
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 57				
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	21				
Average Score	4.75				

Overall recommendation : _____


CELSON GUMIAOD
Head, DME

PERFORMANCE MONITORING FORM


Name of Employee: **Antonette S. Cruz**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Preparation of Project Procurement Management Plan (PPMP) and Purchase Requests (PR)	2	January 3, 2018	June 29, 2018	January 3, 2018	impressive	Very satisfactory	
2	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, Travel Order, travel and supplies cash advance and reimbursement, procurement related documents, contracts, appointments, payroll, class roster, grade sheet, among other documents	200	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
3	Recording and filing of Memorandum and Incoming Letters	50	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
4	Issuance of registration forms by year level and as scheduled	150	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
5	Issuance of students' grades	50	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	
6	Facilitates Faculty Performance Evaluation	20	January 3, 2018	June 29, 2018	June 29, 2018	impressive	Very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


CELSON GUMAOD
 Head, DME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Antonette S. Cruz
Performance Rating: Outstanding

Aim: To improve the areas related to Ms. Cruz's function as an administrative aide especially on being a frontline of the office of the Department of Mechanical Engineering that needs further improvement.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: January to December 2018

First Step:

Ms. Cruz should attend various seminars, trainings and workshops hosted by the university to help her improve her performance as a frontline and deliver what is expected of her as an administrative aide.

Result:

Ms. Cruz has attended ISO re-orientation and has applied basic 5S principles such as sorting and inventory of documents, supplies, tools and equipment, and maintaining the order and cleanliness of the administrative area at the DME office.

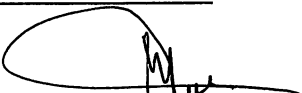
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


CELSON GUMAOD
Unit Head

Conforme:


ANTONETTE S. CRUZ
Name of Ratee Faculty/Staff

Page 1

1. The first part of the report is a summary of the work done during the period.

2. The second part of the report is a detailed account of the work done during the period.

3. The third part of the report is a summary of the work done during the period.

4. The fourth part of the report is a summary of the work done during the period.

5. The fifth part of the report is a summary of the work done during the period.

6. The sixth part of the report is a summary of the work done during the period.

7. The seventh part of the report is a summary of the work done during the period.

8. The eighth part of the report is a summary of the work done during the period.

9. The ninth part of the report is a summary of the work done during the period.

10. The tenth part of the report is a summary of the work done during the period.

11. The eleventh part of the report is a summary of the work done during the period.

12. The twelfth part of the report is a summary of the work done during the period.

13. The thirteenth part of the report is a summary of the work done during the period.

14. The fourteenth part of the report is a summary of the work done during the period.

15. The fifteenth part of the report is a summary of the work done during the period.

16. The sixteenth part of the report is a summary of the work done during the period.

17. The seventeenth part of the report is a summary of the work done during the period.

18. The eighteenth part of the report is a summary of the work done during the period.

19. The nineteenth part of the report is a summary of the work done during the period.

20. The twentieth part of the report is a summary of the work done during the period.