



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **REYNALDO V. DOSDOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.206
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.18	30%	1.254
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: 4.46

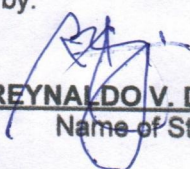
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.46

FINAL NUMERICAL RATING 4.46

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


REYNALDO V. DOSDOS
Name of Staff

Recommending Approval:


MARIO LILIO VALENZONA
Director, PPO

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

EXHIBIT B

I, **REYNALDO V. DOSDOS** of the INSTRUMENTATION AND LABORATORY EQUIPMENT under the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the **January- June 2021**

Approved:

REYNALDO V. DOSDOS

Ratee

LEGARIO B. RAMOS

Unit, Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1-Repair of IT Equipments	PI 1.1-Number of Repaired and maintained IT Equipment	IT Equipment troubleshooting based on job request Cleaning of unit, Scan for virus, Back-up files, Hardware installation, update antivirus, restore files to main drive	30	30	5	5	4	4.67	
	PI 1.2-Number of Electronic Printer Repaired	Create Continues Ink System(CIS), Troubleshooting/repair/testing	10	10	5	5	4	4.67	
	PI 1.3-Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	10	10	5	5	4	4.67	
	PI 1.4- Number of AVR Repair		3	3	5	5	4	4.67	
	PI 1.5- Number of UPS Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	5	5	5	5	4	4.67	
	PI 1.6- Number of Research data recovered and restored	Ensures 100% data recovery	20	20	5	5	4	4.67	

PI 1. 7- Number of Advising/Assisting	Advices clientile regarding minor computer trouble by phone	5	5	5	4	4	4.33	
PI 1. 8- Make monthly report	Make a list of units restored for billing purposes	10	10	5	4	4	4.33	
Total Over-all Rating				36.67				
Average Rating (Total Over-all rating divided by 4)			4.58	Comments & Recommendations for Development Purpose: <i>He should undergo training on recent hardware troubleshooting and installation as well as software.</i>				
Additional Points:								
Punctuality:								
Approved Additional point (with copy of approval)								
FINAL RATING			4.58					
ADJECTIVAL RATING								

Evaluate & Rated by:

Recommending Approval:

Approved by:

LEGARIO B. RAMOS

Supervisor

Date: _____

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average

MARIO LILIO VALENZONA

Director, ODPP

Date: _____

REMBERTO A. PATINDOL

VP. For Adm. & Finance

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2021

Name of Staff: Reynaldo V. Dosdos

Position: Admin. Aide VI

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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.

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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						71				
Average Score						4.18				

Overall recommendation *Very Satisfactory Performance with for promotion*


LEGARIO B. RAMOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Reynaldo V. Dosdos

Performance Rating: Very Satisfactory

Aim: Enhance Performance

Proposed Interventions to Improve Performance:

Date: August 2021 Target Date: December 2021

First Step:

Send to training when pandemic is over.

Result:

Skills upgrade

Date: January 2022 Target Date: August 2022

Next Step:


Subject to actual work and test the upgraded skills.
newly acquired upgraded skills.

Outcome: Better quality manpower of the unit

Final Step/Recommendation:

Train and apply the upgraded skills

Prepared by:


LEGARIO B. RAMOS
Supervisor

Conforme:


REYNALDO V. DOSDOS
Name of Ratee/Faculty/Staff