

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. RAFAEL B. VERGARA, JR.

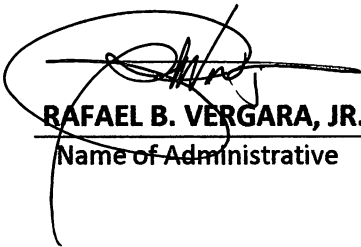
Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
		TOTAL, NUMERICAL RATING	4.68


EQUIVALENT NUMERICAL RATING: 4.68
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: Outstanding

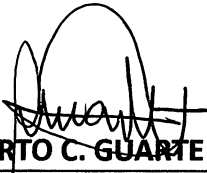
Prepared by:


Reviewed by:


RAFAEL B. VERGARA, JR.
Name of Administrative


WINSTON M. TABADA
Department Head

Recommending Approval:


ROBERTO C. GUARTE
College Dean


BEATRIZ S. BELONIAS
Vice President for Instruction

[illegible]

11. 10/10/1944 to 12/10/1944 1944 10/10/1944 10/10/1944

[illegible]

REF ID: A66504

19. NAME: PAUL DATE: 12/12/17

the 1990s, the number of people in the world who are illiterate has increased from 1.2 billion to 1.5 billion. The number of illiterate people in the world is expected to reach 1.7 billion by the year 2015. The number of illiterate people in the world is expected to reach 1.7 billion by the year 2015. The number of illiterate people in the world is expected to reach 1.7 billion by the year 2015.

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$$10^{-6} \leq \frac{1}{\lambda} \leq 10^{-4}$$

~~CONFIDENTIAL~~

[illegible]

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. RAFAEL B. VERGARA, JR.**, of the **Department of Computer Science and Technology** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June, 2018**.


RAFAEL B. VERGARA, JR.

Ratee


WINSTON M. TABADA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Number of exam reproduced	Produced CS 21 & HRTM 135 exams	400	900	5	5	5	5.00	
	Number of IPCR, PPP encodes and reproduced	Encodes faculty and administrative IPCR, PPP and reproduced	7	7	5	4	4	4.33	
	Number of OPCR encodes and reproduced	Encode Dept. OPCR and reproduced.	1	1	4	4	4	4.00	
	Accreditation of BSCS curricular program Level III Phase II	Assigned as AACUP Counterpart on Area X (Administration)	100%	100%	5	5	5	5.00	Gathers important documents needed for the Accreditation BSCS program Level III Phase II last March 1, 2018.
	RQAT CHED Assessment of BSCS Program for the issuance Certificate of Program Compliance.	Assist in the preparation for the coming RQAT CHED Assessment of the BSCS Program	100%	100%	5	5	5	5.00	Gathers important documents needed for the RQAT CHED Assessment of BSCS Program for the issuance of Certificate of Program Compliance last July 9-10, 2018.
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontliner	Frontlining	no valid complaint	5	5	5	5.00	

Average Rating (Total Over-all rating divided by 6)		4.64
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

He performed well in his administrative tasks in the dept. and very willing to work ~~even on tasks~~ beyond his duties & responsibilities. He is recommended to attend formal trainings to further his knowledge & skills.

Evaluated & Rated by:

WINSTON M. TABADA

Dept./ Unit Head

Recommending Approval:

ROBERTO C. GUARTE

Dean/ Director

Approved by:

BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

Date: _____

Date: _____

Date: _____

1- Quality 2 - Efficiency 3 - Timeliness 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2018Name of Staff: **RAFAEL B. VERGARA JR.** Position: **Administrative Aide IV**

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						
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	5	4	3	2	1

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

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

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

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

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

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

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

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

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

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

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

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

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

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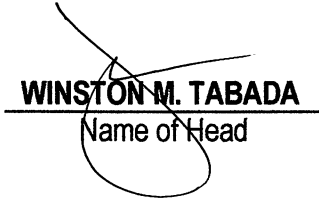
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office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	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	57				
Average Score	4.75				

Overall recommendation : _____


WINSTON M. TABADA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: January to June 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2018

Target Date: January to June 2018

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"

Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:


WINSTON M. TABADA
Department Head

Conforme:


RAFAEL B. VERGARA JR.
Administrative Aide IV

EMPLOYEE PERFORMANCE PLAN

Name of Employee: JAMES R. MORGAN JR.
Performance Rating: Outstanding

Want to build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed interventions to improve Performance:

Goal: January 2018 Target Date: January to June 2018

First Step: Attend training seminar for Administrative Staff

Result: Improvements in customer service and work habits

Goal: February 2018 Target Date: January to June 2018

Next Step: Attend training on Effective Office Skills for Administrative Support Staff

Outcome: Gained office skills for administrative support staff

Final Step/Recommendation:

Approved by:

MANAGEMENT OF PERFORMANCE
Department Head