



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CARMELINO C. CASTANAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING:

4.56

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.56

FINAL NUMERICAL RATING

4.56

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

CARMELINO C. CASTANAS

Name of Staff

MARIO LILIO VALENZONA

Department/Office Head

Recommending Approval:

MARIO LILIO VALENZONA

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARMELINO C. CASTAÑAS of the PHYSICAL PLANT OFFICE commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: JULY-DECEMBER 2022

Approved:

CARMELINO C. CASTAÑAS

Ratee

MARIO LILIO VALENZONA

Director, ODPP

MFO & Performance Indicators	Success Inditors	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Performance Indicators	PI-1: Completed repairs	Various repair of Buildings	15	20	5	4	4	4.33	
MFO2: Furnitures Works	P2, 1- Completed repairs and fabrication	various repair and fabraication of furnitures	70	80	5	5	4	4.67	
Total Over-all Rating								9.00	
Average Rating (Total Over-all rating divided by 4)					4.50	Comments & Recommendations for Development Purpose: Basic Occupational safety and health			
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING					4.50				
ADJECTIVAL RATING					VS				

Evaluate & Rated by:

Recommending Approval:

Approved:

MARIO LILIO VALENZONA

Supervisor

Date: _____

MARIO LILIO VALENZONA

Director, ODPP

Date: _____

DANIEL LESLIE S. TAN

VP. For Adm. Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

Name of Staff: Carmelino C. Castañas

Position: Admin. 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		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		23				
Average Score		4.70				

Overall recommendation : _____

MARIO LILIO VALENZONA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carmelino C. Castañas

Performance Rating: _____

Aim: Collaboration and working with other

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step:

Adjustment of work approached based on the Agreed terms/ norms of the unit.

Result:

Understanding and responding to the concern's of others

Date: October 2022

Target Date: December 2022

Next Step:

Understanding the mandate of the unit.

Outcome: Contributions to work outputs of the unit

Final Step/Recommendation:

Positive Communication and interaction between colleagues

Prepared by:

MARIO LILIO VALENZONA
Supervisor

Conforme:

C. Castañas
CARMELINO C. CASTAÑAS
Name of Ratee Faculty/Staff