

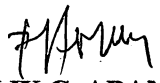
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January to June 2018

Name of Administrative Staff: **FELIX C. ABANERA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.54 | 70% | 3.18 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.0 | 30% | 1.20 |
| TOTAL NUMERICAL RATING | | | 4.375 |

TOTAL NUMERICAL RATING: 4.375
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: _____
 ADJECTIVAL RATING: VS

Prepared by:


FELIX C. ABANERA
 Name of Staff

Reviewed by:


LOURDES B. CANO
 Department/Office Head

Recommending Approval:

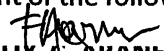

LOURDES B. CANO
 Director, ODAHRD

Approved:


REMBERTO A. PATINDOL
 Chairman, PMT

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX C. ABANERA**, of the Office of the Director for Administration and Human Resource Development 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, 2018 to December 31, 2018.


FELIX C. ABANERA
 Ratee


LOURDES B. CANO
 Rater

| MFO/PAPS | Success Indicators | Task Assigned | Target July - December 2018 | Accomplishments | Rating | | | | Remarks |
|---|--|---|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | Actual Accomplishment | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 5: Support to Operations | | | | | | | | | |
| UMFO 6: General Administration and Support Services | | | | | | | | | |
| OVPAF MFO 1: Human Resource Management & Development | | | | | | | | | |
| ODAHRD MFO 1. Administrative & Support Services Management | | | | | | | | | |
| PI.1Efficient and customer friendly frontline service | Entertains clients and serve them promptly, efficiency and effectively | Entertains faculty and staff needing assistance or services of the office | zero complaint from clients served | zero complaint from clients served | 5 | 5 | 5 | 5.00 | |
| PI.2 . No. of administrative services and financial/ administrative documents acted within time frame | | Acts as alternative public desk assistance officer of the office | zero complaint from clients served | zero complaint from clients served | 5 | 5 | 5 | 5.00 | |
| | | Reproduces office documents | 5000 copies | 5,571 | 4 | 5 | 4 | 4.33 | |
| | Efficient Janitorial and Messengerial Services | Cleans the assigned offices, & CRs twice a day and maintains its cleanliness | 100% completed | 80% completed | 4 | 4 | 4 | 4.00 | |
| | | Maintains the surroundings and indoor plants | 100% completed | 80% completed | 4 | 4 | 4 | 4.00 | |
| | | Provides transportation service to staff doing official business in the lower campuses | 100% complied | 100% complied | 5 | 5 | 5 | 5.00 | |
| | Processing of financial and personnel related documents | Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents | 2507 documents released a day from receipt | 2831 documents released a day from receipt | 4 | 5 | 4 | 4.33 | |
| | | Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents | 370 documents processed | 604 documents processed | 5 | 5 | 4 | 4.70 | |
| | A4: Performing ad hoc assignments including accreditation & marketing & promotions | Performs ad hoc assignments from the President | 100% complied | 100% complied | 5 | 5 | 4 | 4.70 | |
| ODAHRD MFO5. Personnel Development & Management services | | | | | | | | | |

| MFO/PAPS | Success Indicators | Task Assigned | Target July - December 2018 | Accomplishments | Rating | | | | Remarks |
|--|--|---|--------------------------------|--------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | Actual Accomplishment | Q ¹ | E ² | T ³ | A ⁴ | |
| PI 12. No. of in-house HRD interventions conducted/facilitated | No. of in-house trainings assisted as to venue preparation | Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings | 100% complied | 80% complied | 4 | 5 | 4 | 4.33 | |
| Total Over-all Rating | | | | | | | | 45.4 | |

| | |
|--|------|
| Average Rating (Total Over-all rating divided by 10) | 4.54 |
| Additional Points: | |
| Punctuality | XX |
| Approved Additional points (with copy of approval | XX |
| FINAL RATING | 4.54 |
| ADJECTIVAL RATING | O |

Comments & Recommendations for Development Purpose:

Evaluated and Rated by:


LOURDES B. CANO

Director, ODAHRD

Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

Recommending approval


LOURDES B. CANO

Director, ODAHRD

Date: _____

4 - Average

Approved by:


REMBERTO A. PATINDOL

Vice President for Adm & Finance

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to /December 2018

Name of Staff: **Mr. Felix C. Abanera** Position: Admin Aide III, ODAHRD


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 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 | 48 | | | | |
| Average Score | 4 | | | | |

Overall recommendation : _____


LOURDES B. CANO
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD

Head of Office: FELIX C ABANERA

Number of Personnel: _____

| Activity Monitoring | MECHANISM | | | | Remarks |
|------------------------|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Coaching | | | | | |

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

Conducted by:


LOURDES B. CANO
Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD

Head of Office: LOURDES B. CANO

Number of Personnel: Felix C. Abanera

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|----------------------------------|------|-----------------------|----------------------------------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| September 11, 2018 | | Group monitoring of preparations | | | For PRIME HRM on-line Assessment |
| September 12, 2018 | | Review of evidences per area | | | |
| September 21, 2018 | | Staff meeting | | | Re: Packaging of documents |
| Coaching | | | | | |
| | | | | | |

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

Conducted by:

Noted by:


LOURDES B. CANO
Immediate Supervisor


REMBERTO A. PATINDOL
Next Higher Supervisor

PERFORMANCE MONITORING FORM

Exhibit I

July-December 2018


Name of Employee: **Felix C. Abanera**

| 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 | Reproduces office documents | 5,571 | When needed | On the day it is needed | Just in time it is needed | impressive | VS | |
| 2 | Cleans the assigned offices, & CRs twice a day and maintains its cleanliness | 80% completed | Automatic as part of target | Daily per schedule | Per schedule | impressive | VS | Schedule general cleaning once a week |
| 3 | Maintains the surroundings and indoor plants | 80% completed | Automatic as part of target | Daily per schedule | Per schedule | impressive | VS | To plant more plants |
| 4 | Provides transportation service to staff doing official business in the lower campuses | 100% complied | Automatic as part of target | Immediately when requested | Complied immediately | impressive | VS | |
| 5 | Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents | 2831 documents released a day from receipt | Automatic as part of target | Immediately when requested | On the date needed | Needs improvement | S | |
| 6 | Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents | 604 documents processed | Automatic as part of target | Immediately when requested | Usually on the date needed | Needs improvement | S | |
| 7 | Performs ad hoc assignments from the President | 100% complied | Automatic as part of target | Immediately when requested | On the date needed | impressive | VS | |
| 8 | Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings | 80% complied | Automatic as part of target | Immediately when requested | A day before actual training | impressive | VS | |

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

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

Prepared by:


LOURDES B. CANO
 Director, ODAHRD

PERFORMANCE MONITORING FORM

July-December 2018

Exhibit I


Name of Employee: Felix C. Abanera

| 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 | Reproduces office documents | 5,571 | When needed | On the day it is needed | Just in time it is needed | impressive | VS | |
| 2 | Cleans the assigned offices, & CRs twice a day and maintains its cleanliness | 80% completed | Automatic as part of target | Daily per schedule | Per schedule | impressive | VS | Schedule general cleaning once a week |
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| 4 | Provides transportation service to staff doing official business in the lower campuses | 100% complied | Automatic as part of target | Immediately when requested | Complied immediately | impressive | VS | |
| 5 | Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents | 2831 documents released a day from receipt | Automatic as part of target | Immediately when requested | On the date needed | Needs improvement | S | |
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| 7 | Performs ad hoc assignments from the President | 100% complied | Automatic as part of target | Immediately when requested | On the date needed | impressive | VS | |
| 8 | Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings | 80% complied | Automatic as part of target | Immediately when requested | A day before actual training | impressive | VS | |

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

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

Prepared by:


LOURDES B. CANO
 Director, ODAHRD