



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CLEMENTINO A. BORELA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.00	70%	2.80
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.17 4.39	30%	1.25 1.317
TOTAL NUMERICAL RATING			4.117 4.05

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.117
4.05

4.117
4.05

VERY SATISFACTORY

Prepared by:

CLEMENTINO A. BORELA
Name of Staff

Reviewed by:

JOHN ALLAN A. GULLES
Head, ILEU

Recommending Approval:

MARIO LILIO P. VALENZONA
Director, PPO

Approved:

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **CLEMENTINO A. BORELA** of 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 2023**

CLEMENTINO A. BORELA

Ratee 12/14/2023

Approved:

JOHN ALLAN A. GULLES

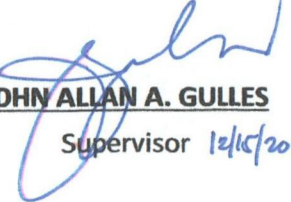
Head, ILEU 12/15/2023

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1-Repair and Maintenance of Cooling Facilities	PI 1. 1 Number of Repaired and maintained cooling facilities	Aircon repaired	20	33	4	4	4	4.00	
		Aircon cleaned	30	46	4	4	4	4.00	
		Aircon installed	15	17	4	4	4	4.00	
MFO-2 Repair and maintenance of laboratory equipment	PI 1. 2 Number of Repaired and maintained lab equipment	General cleaning/troubleshooting /repair for restoration/Troubleshooting /Repair/Testing.	10	11	4	4	4	4.00	
MFO-3 Delivered sound services for the university	PI 1. 3 Number of Restored cooling system in tissue culture laboratory	Cleaning /repair/installation	2	2	4	4	4	4.00	
	PI 1. 4 Number of Delivered sound services for the university	Installed and operate sound equipment	5	6	4	4	4	4.00	
Total Over-all Rating					24.00				
Average Rating (Total Over-all rating divided by 4)				4.00	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									


Approved Additional point (with copy of approval)		
FINAL RATING		4.00
ADJECTIVAL RATING		0 vs

Basic Occupation safety and Health


Evaluate & Rated by:


JOHN ALLAN A. GULES
 Supervisor 12/15/2023

Recommending Approval:


MARIO LILIO VALENZONA
 Director, PPO 12/15/2023

Approved by:


DANIEL LESLIE S. TAN
 Vice President 12/15/2023

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: **CLEMENTINO A. BORELA**

Position: **Administrative 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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
	50				
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				
	Average Score				
	4.39				

Overall recommendation : _____


JOHN ALLAN A. GULLES
 Head of ILEU

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: INSTRUMENTATION AND LABORATORY EQUIPMENT UNIT

Head of Office: JOHN ALLAN A. GULLES

Number of Personnel: 6

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocumented informal discussion with concerned staff				

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

Conducted by:

Noted by:

JOHN ALLAN A. GULLES
Immediate Supervisor

MARIO LILIO P. VALENZONA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Clementino A. Borela
Performance Rating: January 1 to June 2023

Aim: Effective Customer Service

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step: Knowing customer Service

Result: _____

Date: _____ Target Date: _____

Next Step: Customer Feedbacking

Outcome: _____

Final Step/Recommendation:
Effective Delivery of Service

Prepared by:


JOHN ALLAN A. GULLES
Head, ILEU

Conforme:


CLEMENTINO A. BORELA
Name of Ratee Faculty/Staff