

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: Bonifacio E. Castillo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.40	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.43</b>

TOTAL NUMERICAL RATING: 4.43Add: Additional Approved Points, if any:           TOTAL NUMERICAL RATING:           FINAL NUMERICAL RATING 4.43ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**BONIFACIO E. CASTILLO**  
Name of Staff

Reviewed by:

  
**LIJUAN L. CUADRA**  
Department/Office Head

Recommending Approval:

  
**ALELI L. VILLOCINO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BONIFACIO E. CASTILLO, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period January to June 2018.

  
BONIFACIO E. CASTILLO  
Ratee

Approved:   
LIJUERA J. CUADRA  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	4	4	4.33	
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed within the day of receipt	90%	100%	4	4	4	4.0	
Janitorial Services	Number of offices, classrooms, comfort rooms, grounds cleaned, mowed and maintained its surroundings regularly	Cleaned offices, classrooms, comfort rooms cleaned and mowed grounds and maintained its surroundings regularly	13 offices, 5 classrooms, 3 comfort rooms and surroundings	13 offices, 5 classrooms, 3 comfort rooms cleaned	4	5	4	4.33	

Other Services	% of RQUAT documents ring bind for Areas I, II, III, IV, V, VI, VII,VIII	Assisted in ring bounding of RQUAT documents for Areas I to VIII	95%	100%	5	5	4	4.67	
	Percentage in risographing IMs, syllabus, course outlines, midterm and final examinations	Risographed IMs, syllabus, course outlines and examinations as requested	90%	100%	5	5	4	4.67	
Total Over-all Rating					4.60	4.60	4.0	4.40	

Average Rating (Total Over-all rating divided by 4)		4.40
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.40
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations  
for Development Purpose:

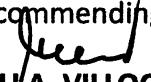
prinitize tasks  
assigned

Evaluated & Rated by:




LIJUERAJ S. CUADRA  
DTE Department Head

Recommending Approval:



ALELI A. VILLOCINO  
Dean, College of Education

Approved by:



BEATRIZ S. BELONIAS  
VP for Instruction

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018-June 30, 2018

Name of Staff: Bonifacio E. Castillo Position: Administrative Aide I

**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

Memorandum for the Director, Office of Management and Administration

Re: Proposed changes to the Office of Management and Administration, Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation.

The following information is being provided to you for your information and for your review and comment. The information is being provided to you for your information and for your review and comment.

Section	Proposed Change	Comments
1	Proposed change to the Office of Management and Administration, Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation.	
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16	Proposed change to the Office of Management and Administration, Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation.	
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19	Proposed change to the Office of Management and Administration, Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation.	
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Total Score		53				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.42				

Overall recommendation : None

  
 LIJUERAJ L. CUADRA  
 Name of Head

Faculty & Management (For supervisor to be rated by others)					1	2	3	4	5	Total Score
1. Demonstrates mastery and expertise in the nature of work to get their concept and objectives from subordinates and their understanding					1	2	3	4	5	
2. Visionary and creative in their strategy and possible plans and targets in the organization aligned to that of the overall philosophy of the university					1	2	3	4	5	
3. Improves for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/section for better satisfaction of clients					1	2	3	4	5	
4. Accountable for the overall performance and in developing the organization and the unit					1	2	3	4	5	
5. Demonstrated positive, proactive and motivated attitude in their improved efficiency and effectiveness in accomplishing their assigned tasks related to the overall of the institution to better service the unit					1	2	3	4	5	
Total Score										
Average Score										

Overall Recommendation: \_\_\_\_\_

APPROVAL OF OFFICIAL  
Name of Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bonifacio E. Castillo  
Performance Rating: 4.38

Aim: To improve staff performance in meeting deadlines on assigned tasks.

Proposed Interventions to Improve Performance:

Date: March 2018

Target Date: May 2018

First Step:

Require to report to office on weekends, if necessary, to finish tasks on time.

Result:

60% of assigned tasks are met

Date: June 2018

Target Date: August 2018

Next Step:

Set deadlines

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Outcome: 100% of assigned tasks are met

Final Step/Recommendation:

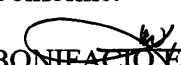
Frequent follow ups

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Prepared by:

  
LIJUERA QUADRA  
Head, DTE

Conforme:

  
BONIFACIO CASTILLO  
Name of Ratee Faculty/Staff