



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

**Annex P**

Name of Administrative Staff: CLEMENTE N. MARAÑAN, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>


TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: OUTSTANDING

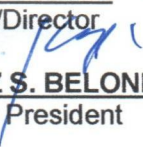
Prepared by:   
CLEMENTE N. MARAÑAN, JR.  
Name of Staff

Reviewed by:   
ULYSSES A. CAGASAN  
Department/Office Head

Recommending Approval:

  
VICTOR B. ASIO  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President

Visca, Baybay City, Leyte

I, Clemente N. Maraňan Jr, Administrative Aide I of the Department of Agronomy, 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 2020.

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

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

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Facilitative Services										
	PI 1: Number of busted bulb and repaer of toilet flush.	Maintains and check busted bulb and toilets flush	30	25	5	5	4	4.67		
	PI 2: Number of DOA classrooms, lawn, student luonge, faculty offices, restroom and building premises cleaned and maintained	Clean and maintains classrooms, restrooms, offices, and lawns	20	17	5	4	5	4.67		
	PI 3: Number of messengerial job made	Deliver and follow-up documents to the defferent officesin the university	600	342	5	5	5	5.00		
Total Over-all Rating					15.00	14.00	14.00	14.33		
Average Rating					5.00	4.67	4.67	4.78		
Adjectival Rating								OUTSTANDING		

Comments and Recommendations for Development Purpose:

He needs training/workshop related to documents  
management and processing

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

Evaluated and Rated by:

  
**ULYSSES A. CAGASAN**

Head, Department of Agronomy

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

Recommending Approval:

  
**VICTOR B. ASIO, Ph.D.**

Dean, College of Agriculture and Food Science

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

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President, Instruction

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: CLEMENTE N. MARAÑAN, JR. Position: ADMIN 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

Total Score		58				
<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		58				
Average Score		4.8				

Overall recommendation : Maintain and continue good practice in the office

  
**ULYSSES A. CAGASAN**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLEMENTE N. MARANAN, JR

Performance Rating: OUTSTANDING

**Aim:** To sustain the outstanding rating

### Proposed Interventions to Improve Performance

Date: January 30, 2020

Target Date: January to December 31, 2020

#### First Step:

To attend seminars related to documents processing and management

#### Result:

Improved delivery on the processing of documents

**Target Date:** July 1 to Dec. 31, 2020

#### Next Step:

Continue and maintain good practices in the office such as extend time for work if needed, clean the surrounding of the building and inside the office

**Outcome:** Efficient delivery of services to the clients

#### Final Step/Recommendation:

Continue and maintain good practices in the office

Prepared by:

  
ULYSSES A. CAGASAN

Unit Head

Conforme:



CLEMENTE N. MARANAN, JR.

Name of Ratee Faculty/Staff