



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

**Annex P**

Name of Administrative Staff: **HENRY P. MODINA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.22
<b>TOTAL NUMERICAL RATING</b>			<b>4.43</b>

TOTAL NUMERICAL RATING: 4.43

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.43

FINAL NUMERICAL RATING 4.43

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

**HENRY P. MODINA**

Name of Staff

Reviewed by:

**LORINA A. GALVEZ**

Department/Office Head

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS


Approved:

**REMBERTO A. PATINDOL**

Vice President for Administration and Finance


# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Henry P. Modina**, of the Department of Food Science and Technology, College of Agriculture and Food Science commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2021

  
**HENRY P. MODINA**  
 Ratee July 26, 2021

Approved:

  
**LORINA A. GALVEZ**  
 Head, DFST

  
**VICTOR B. ASIO**  
 Dean, CAFS

MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Messengerial Services	Number of memoranda and other documents served within the day of receipt	Messengerial	Documents delivered within specified time	100	75	4	5	4	4.33	
	Number of documents processed for approval	Messengerial	Processed documents for approval to respective units	50	60	4	4	4	4.00	
	Follow-up documents for approval in different units	Messengerial	Followed-up documents and accomplished transactions	20	35	4	4	4	4.00	
	Number of forms facilitated, submitted and delivered	Messengerial	Submitted and delivered forms	200	150	5	4	4	4.33	
Janitorial Services	Number of offices maintained & cleaned	Janitorial	Maintained and cleaned offices	5	5	5	5	5	5.00	
	Number of comfort rooms maintained and cleaned	Janitorial	Maintained and cleaned comfort rooms	2	3	5	4	4	4.67	
	Number of Lec/Lab rooms maintained	Janitorial	Maintained and cleaned lecture and laboratory rooms	2	2	5	5	5	5.00	
	Maintained cleanliness in the department surroundings	Janitorial	Maintained cleanliness in the dept.	85%	95%	5	5	5	5.00	

<b>General Administration and Support Services</b>	Efficient and customer friendly frontline service	Served with 0% complaint from client	General Services	Customer assistance	0 complaint	5	5	5	5.00	
<b>Total Over - all Rating</b>									<b>41.33</b>	

Average Rating (Total Over-all rating divided by 4)	4.59
Additional Points	
Approved Additional points (with copy of approval)	
FINAL RATING	4.59
Adjectival Rating	VERY SATISFACTORY


Comments & Recommendations for Development Purpose:

Be more efficient in doing messengerial work. Documents should be traced easily


Evaluated and Rated by:

  
**LORINA A. GALVEZ**  
 Department Head  
 Date: 7-27-21

Recommending Approval:

  
**VICTOR B. ASIO**  
 College Dean  
 Date: 08/02/2021

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: 8/2/2021





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: HENRY P. MODINA

Position: Admin. Aide III

**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		49				



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		NA				
Average Score		4.08				

Overall recommendation : 1. Need to spend time 8 hours in the office.  
2. Be always ready for documents to be forwarded to other offices and other office concerns and follow-up thereafter  
3. Improve your overall performance in the maintenance of DFST surroundings including the CR's

  
**LORINA A. GALVEZ**

Printed Name and Signature  
Department Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : HENRY P. MODINA  
Performance Rating : Very Satisfactory

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DFST surroundings including CR's.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2021

Target Date: March 2021

First Step:

Monitor Mr. Modina's performance in processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time and DFST cleanliness were maintained.

Date: April 2021

Target Date: June 2021

Next Step:

One-on-one meeting with Mr. Modina.

Outcome:

His performance related to the document facilitation and preparation and in cleanliness, maintenance in DFST surroundings has improved.

Final Step/Recommendation:

1. Required Mr. Modina to stay in the office after delivery of documents to different offices in the university. Comfort rooms should be cleaned twice a day one in the morning and afternoon.
2. Attend a reorientation training on the job responsibility of utility/messenger.

Prepared by:

  
**LORINA A. GALVEZ**  
Unit Head

Conforme:

  
**HENRY P. MODINA**  
Ratee