



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

**Annex P**

Name of Administrative Staff: MICHAEL D. DAG-UMAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.62	70%	2.534
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.149
<b>TOTAL NUMERICAL RATING</b>			<b>3.683</b>


TOTAL NUMERICAL RATING: 3.683

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 3.683

FINAL NUMERICAL RATING 3.683

ADJECTIVAL RATING: Very Satisfactory


Prepared by:   
**MICHAEL D. DAG-UMAN**  
Name of Staff

Reviewed by:   
**VENICE B. IBANEZ**  
Department/Office Head

Recommending Approval:

  
**MOISES NEIL V. SERIÑO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President



**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

**ACCOMPLISHMENT**

Michael D. Dag-uman, of the Department of Hospitality Management commits to deliver and agree to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period July to December 2020.

  
**MICHAEL D. DAG-UMAN**

Ratee

Approved:

  
**VENICE B. IBANEZ**

Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating			Remarks	
					Q1	E2	T3	A4	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>									
Efficient and customer -friendly frontline service	0% complaint from client served	95% no complaint	95% no complaint	95% no complaint	4	3	3.5	3.5	
Messengerial Services	percent of documents delivered, facilitated and processed within the day of receipt	Deliver, facilitate and process documents within the day of receipt	80%	95%	4	3.5	3.5	3.67	

Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned /swept and maintained its surroundings regularly	Clean offices, classrooms, CRs and sweep grounds and maintain its surroundings regularly	1 office	1	3	4	3.5	3.5	
			4class-rooms	4					
			2 CRs	2					
			1 ground	1					
Other Services	Number of Faculty serve in Type Set in modules	Bound documents	4	8	4	4	4	4	
	% in printing, binding of the module for students	Printing and Binding Modules for students	60%	90%	3.5	3.5	4	3.67	
	% Inventory of old Stock room	Usable and waste materials	60%	95%	3.5	3.5	4	3.67	
Maintenance	No. of computers repaired	repair and maintain computers	1 units	1	3	3	3	3	
	No. of Printers repaired	Reset printer "inkpad full"	1 units	2	4	4	4	4	



Total Over-all Rating									
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Average Rating (Total Over-all rating divided by 8)		3.62
Additional Points:		-
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		3.62
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose:

Attend relevant trainings for performance enhancement

**VENICE B. IBAÑEZ**  
Department Head

Evaluated & Rated by:

**VENICE B. IBAÑEZ**

Department Head

Date: 1/29/2021

Recommending Approval:

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 2/1/21

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/5/21

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DEC 2020

Name of Staff: MICHAEL DAG-UMAN Position: ADMIN AIDE- UTILITY

**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					46/12
<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					3.83

Overall recommendation : Needs training related to utility works.

  
VENICE LEANEZ  
 Printed Name and Signature  
 Head of Office