



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **EDGARDO G. COBICO JR.**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.17 | 70% | 2.92 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.67 | 30% | 1.40 |
| TOTAL NUMERICAL RATING | | | 4.21 |

TOTAL NUMERICAL RATING: 4.21

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.21

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
EDGARDO G. COBICO JR.
Name of Staff

Reviewed by: 
JOHN ALLAN A. GULLES
Head, ILEU

Recommending Approval:

MARIO LILIO P. VALENZONA
Director, PPO

Approved: 
EDGARDO E. TULIN
OIC- Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, of the **instrumentationa and Laboratory Equipment** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the **July-December 2023**


EDGARDO G. COBICO JR.

Ratee

JANUARY 8, 2024

Approved:


JOHN ALLAN A. GULLES

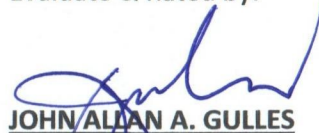
Unit Head, ILE

JANUARY 8, 2024

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO-1 Maintenance of Laboratory equipment and Instruments | PI 1.1 Number of Inspection and Conducted maintenance for Laboratory Instruments and Equipment | Inspection, evaluate and assessment of laboratory equipment and instruments | 50 | 52 | 5.0 | 4.0 | 4.0 | 4.33 | |
| | | Diagnose, troubleshooting/repair /maintenance equipment and instruments | 30 | 30 | 4.0 | 4.0 | 4.0 | 4.00 | |
| MFO-2 Delivery of auxilliary services | PI 2. 1 Number of Job Request | Electrical and electronic repair and maintenance | 30 | 32 | 5.0 | 4.0 | 4.0 | 4.33 | |
| | PI 1. 3 Number of audio and lights services for the university events | Installation, setup, configuration, and maintenance of university audio & lightings system | 25 | 29 | 4.0 | 4.0 | 4.0 | 4.00 | |

| | | | |
|---|--|------|--|
| Total Over-all Rating | | | 16.66 |
| Average Rating (Total Over-all rating divided by 4) | | 4.17 | Comments & Recommendations for Development Purpose: |
| Additional Points: | | | |
| Punctuality: | | | |
| Approved Additional point (with copy of approval) | | | |
| FINAL RATING | | 4.17 | |
| ADJECTIVAL RATING | | VS | |

Evaluate & Rated by:


JOHN ALLAN A. GULLES

Supervisor

Date: JANUARY 8, 2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:


MARIO LILIO VALENZONA

Director, PRO

Date: JANUARY 8, 2024

Approved by:


EDGARDO E. TULIN

OIC - VP. For Adm. & Finance

Date: JANUARY 10, 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: **EDGARDO G. COBICO JR.**

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 |
| Total | 5 | | | | |
| Score | | | | | |
| 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 | 4.67 | | | | |

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 |
| | 2nd | |
| | 3rd | |
| | 4th | |

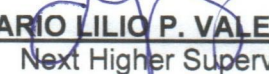
| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|--|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | Unrecorded/undocumented informal discussion with concerned staff | | | | |
| Coaching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

Performance Rating: July 1 to December 2023

Aim: Effective Customer Service

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: December 31, 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:


EDGARDO G. COBICO JR.

Name of Ratee Faculty/Staff