

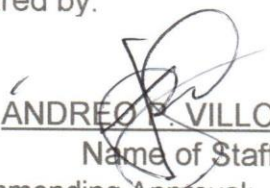
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: **ANDREO P. VILLOCINO**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89

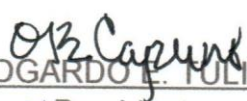
TOTAL NUMERICAL RATING: **4.89**  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: **4.89**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:  
  
ANDREO P. VILLOCINO  
Name of Staff  
Recommending Approval: *for:*

  
REMBERTO A. PATINDOL  
Chairman, PMT

  
BERTA C. RATILLA  
Department Head

Approved:  
  
EDGARDO E. TULIN  
President

I, **ANDREO P. VILLOCINO**, 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 Jan 1, 2017 to June 30, 2017.

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Approved:  BERTA C. RATILLA  
Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 4)	4.92	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.92	
ADJECTIVAL RATING	Outstanding	

Received by:      Calibrated by:

Recommending Approval:

Approved by:

  
TERESITA L. QUIÑANOLA  
PRPEO

  
REMBERTO A. PATINDOL  
PMT

  
REMBERTO A. PATINDOL  
Vice President

  
EDGARDO E. TULIN  
President

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

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

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

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

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



# **INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF**

Rating Period: January - June 2017

Name of Staff/Position: ANDREO VILLOCINO (Administrative Aide II)

**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 exceed 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
1	Poor	The staff fails 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	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 task 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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8. Suggest 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 the clientele.	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations	5	4	3	2	1
12. Willing to be trained and developed.	5	4	3	2	1
<b>Total Score</b>	<b>58</b>				

B. Leadership and 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	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 the 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		N/A				
Average Score		4.83				

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

  
**BERTA C. RATILLA**  
Name of Head