

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARACELI M. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approve Point, if any:

TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ARACELI M. MANAGBANAG
Name of Staff

Reviewed by:


ALELI A. VILLOCINO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Araceli M. Managbanag, Administrative Aide III of the Institute of Human Kinetics 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 2017.

ARACELI M. MANAGBANAG
Ratee


ALFRI A. VILLOCINO
Director, IHK
Date: Dec 20/17

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services Efficient and customer-friendly frontline service Student Development & Welfare Support	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
	Percentage of documents requested by students served on time; 1. Varsity PE classes Exemption forms 2. Travel Forms: a. Travel Order b. Waiver/Parental Consent c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) e. Travel Vouchers	Served documents as requested Released forms every after midterm exam	90%	95%	5	5	4	4.67	National SCUAA in Batangas City, Feb. 14-26, 2017
	Students' Grades Inquiries & Completion of Grades served and released	Released grades to students applying for financial assistance	60	85	5	5	4	4.67	
	Number of end-users of the VSU Gym & University Sports Facilities & billed of accounts served on time	Served & logged VSU Gym & Sports facilities reservations	45	65	5	4	4	4.33	
	Percentage of documents requested by students served on time	Issued documents on time as requested	90%	92%	5	5	4	4.67	

Teaching Performance Evaluation	Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation	Facilitated teaching performance evaluation and submitted the same to OVPI	15	20	4	5	4	4.33	2nd sem., SY 2016-2017
	Number of IPCRs encoded and reproduced	Encoded and reproduced IPCR as scheduled	4	5	5	4	4	4.33	
Teaching Load	Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission	Prepared/encoded and submitted Individual Faculty workload	6 faculty	11	5	5	4	4.67	2nd sem., SY 2016-2017
	Number of teaching load/subjects prepared/encoded/reported/submitted	Actual teaching load report prepared/encoded	50	80	5	5	4	4.67	2nd sem., SY 2016-2017
	Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment	Prepared/computed projected faculty workload	15	25	5	5	4	4.67	2nd sem., SY 2016-2017
Secretariat Works	Number of documents prepared/ encoded and submitted within a specified time - Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets - Cash Advance/Liquidation/ Reimbursement -Travel - Cash Advance -Purchases - Contract of Services (JO)	Prepared/encoded and submitted documents within specified time	200	250	5	4	4	4.33	National SCUAA in Batangas City, Feb. 14-26. 2017
	Number of documents facilitated for unit head's approval/signature	Facilitated documents for unit head's approval/signature	300	500	5	4	4.5	4.5	
Total Over-all Rating					59	56	49.5	54.84	
Averaged Rating					4.91	4.66	4.14	4.57	18.28

Overall divide by number of items of

Average Rating (Total Over-all rating divided by 4)	18.28	4.57
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Received by:
TERESITA L. QUINANOLA
Planning
Date: _____

Calibrated by:
REMBERTO A. PATINDOL
PMT Chairman
Date: _____

Recommending Approval:
BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: 12-22/17

Approved:
EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January – June 2017

Name of Staff: ARACELI M. MANAGBANAG

Position: Administrative Aide III

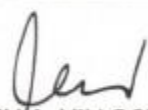
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost 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 make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients event beyond the official time.	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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		60-12 = 48				
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						

Overall recommendation : _____


 ALELI A. VILLOCINO
 Name of Head