



**Annex P**

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

Name of Administrative Staff: CLEMENTE N. MARAÑAN 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	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.29</b>

TOTAL NUMERICAL RATING: 4.29

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.29

FINAL NUMERICAL RATING 4.29

ADJECTIVAL RATING: Very Satisfactory  
Outstanding

Prepared by: [Signature]  
CLEMENTE N. MARAÑAN JR.  
Name of Staff

Reviewed by: [Signature]  
LUA G. ASIO  
Department/Office Head

Recommending Approval:

[Signature]  
SUZETTE B. LINA  
Dean/Director

Approved:

[Signature]  
ROTACIO S. GRAVOSO

Vice President for Academic Affairs



## Visca, Baybay City, Leyte

I, Clemente N. Maraňan Jr., Administrative Aide I 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. to June 2024.

DA, Department Head  
Date: 21 July 74

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
<b>UMFO 6. General Administration and Support Services (GASS)</b>										
<b>OVPI MFO 1. Administrative and Facilitative Services</b>										
	PI 1: Number of busted bulb and repair of toilet flush:	Maintains and check busted bulb and toilets flush	25	20	3.5	3.5	3.5	3.50		
	PI 2: Number of DA classrooms, lawn, student lounge, faculty offices, restroom and building premises cleaned and maintained	Cleaned and maintained classrooms, restrooms, offices, and lawns	20	17	4	4	4	4.00		
	PI 3: Number of messengerial job made	Delivered and followed-up documents to the defferent offices in the university	550	600	5	5	5	5.00		
Total Over-all Rating					12.50	12.50	12.50	12.50		
Average Rating					4.17	4.17	4.17	4.17		
Adjectival Rating								<b>VERY SATISFACTORY</b>		

Comments and Recommendations for Development Purpose:

Attend training related to document processing and recording.

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

Evaluated and Rated by:

  
**LUZ G. ASIO**

Head, Department of Agronomy

Date: 25 July 2024

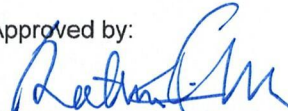
Recommending Approval:

  
**SUZETTE B. LINA**

Dean, College of Agriculture and Food Science

Date: 26 July 2024

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 29 July 2024



# PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Agronomy

Head of Office: LUZ G. ASIO

Number of Personnel: 23

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

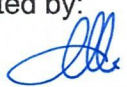
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> and evaluation helps identify the most valuable basis for modification of interventions and assess the quality of activities being conducted.	IPCR submission to monitor outputs  Head and Student evaluation of faculty's class performance.  Class observation by the head.	Conducts monthly meetings and checks updates on assigned task-related activities.			
<b>Coaching</b> True coaching improves employee and organizational resiliency and effectiveness in change, enabling employees to become effective in their tasks or roles in the workplace.	One-on-one coaching for faculty with satisfactory and below ratings.  Attend instructional coaching for teacher effectiveness workshop.	Conducts regular meetings with the faculty and the department.  Attend instructional coaching for teacher effectiveness workshop.			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**LUZ G. ASIO**  
Immediate Supervisor

Noted by:

  
**SUZETTE B. LINA**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLEMENTE N. MARANAN, JR

Performance Rating: VERY SATISFACTORY

**Aim:** To sustain the outstanding rating

### **Proposed Interventions to Improve Performance**

**Date:** January 2024

**Target Date:** June 2024

---

#### **First Step:**

To attend seminars related to documents processing and management

#### **Result:**

Improved delivery on the processing of documents

**Target Date:** December 2024

#### **Next Step:**

Continue and maintain good practices in the office such as extend time for work if needed, clean the surrounding of the building and inside the office

**Outcome:** Efficient delivery of services to the clients


#### **Final Step/Recommendation:**

Continue and maintain good practices in the office

Prepared by:

  
**LUZ G. ASIO**  
Unit Head

Conforme:

  
**CLEMENTE N. MARANAN, JR.**  
Name of Ratee Faculty/Staff





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: Clemente N. Maraňan Jr.

Position: Admin Aide I


**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					
<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	4.58				
Overall recommendation:					

  
 LUZ G. ASIO  
 Immediate Supervisor

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

**FM-HRM-26**  
V01 03-04-2024

No. DA-HRM-24-76