



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

**Annex P**

Name of Administrative Staff: **ARMANDO M. PABON**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 5.0                     | 70%                      | 3.5                                     |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.56                    | 30%                      | 1.368                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.87</b>                             |

TOTAL NUMERICAL RATING: 4.87


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

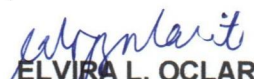
FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**ARMANDO M. PABON**  
Name of Staff

Reviewed by:

  
**ELVIRA L. OCLARIT**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARMANDO M. PABON, of the DEPARTMENT OF PEST MANAGEMENT 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, 2021.

ARMANDO M. PABON  
Ratee

Approved: ELVIRA L. OCLARIT  
Head of Unit

| MFO & PAPs                      | Success Indicators                  | Tasks Assigned  | Target     | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---------------------------------|-------------------------------------|---|------------|-----------------------|----------------|----------------|----------------|----------------|---------|
|                                 |                                     |   |            |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Administrative Support Services | # of rooms maintained               | Number cleanliness and orderliness of DPM                                 | 7*         | 20                    | 5              | 5              | 5              | 5.0            |         |
|                                 | Area of lawns maintained            | Maintained cleanliness of dept. lawns, inside and outside of the building | 1000 sq.m. | 1000 sq.m.            | 5              | 5              | 5              | 5.0            |         |
|                                 | # of plants cared                   | Takes care of the plants both inside and outside the DPM building         | 30*        | 65                    | 5              | 5              | 5              | 5.0            |         |
|                                 | # of papers/pages collated & sorted | Collated and sorted IM's, handouts, office forms and etc.                 | 5,000*     | 7,000                 | 5              | 5              | 5              | 5.0            |         |
|                                 | # of supplies withdrawn             | Assist in the withdrawal of supplies from supply office                   | 10*        | 30                    | 5              | 5              | 5              | 5.0            |         |
|                                 | # of garbage disposed               | Assist in disposal of garbage in garbage dump site                        | 15*        | 45                    | 5              | 5              | 5              | 5.0            |         |
| Total Over-all Rating           |                                     |   |            |                       |                |                |                | 30.0           |         |

\* the rest of the target will be accomplished in the next rating period (July - December, 2021)

|   |    |             |
|---|----|-------------|
| Average Rating (Total Over-all rating divided by 4) |    | 5.0         |
| Additional Points:                                  |    |             |
| Approved Additional points (with copy of approval)  | XX |             |
| FINAL RATING  |    | 5.0         |
| ADJECTIVAL RATING                                   |    | OUTSTANDING |

*Improve interpersonal  
relationships*

Evaluated & Rated by:

*Elvira L. Oclarit*  
ELVIRA L. OCLARIT  
Dept/Unit Head

Recommending Approval:

*V. B. Asio*  
VICTOR B. ASIO  
Dean/Director

Approved by:

*B. S. Belonias*  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

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

Date: *04 Aug 2021*

Date: *8/5/21*

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JAN - JUNE 2021

Name of Staff: ARMANDO M. PABON

Position: ADMIN 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 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  |   | 41    |   |   |   |  |

**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.

| 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  |   | 4.56  |   |   |   |  |

Overall  
recommendation :

  
**ELVIRA L. OCLARIT**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Armando M. Pabon

Performance Rating: Outstanding

Aim: Improved interpersonal relationship

Proposed Interventions to Improve Performance:

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

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

First Step: Scout for trainings

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: Scheduled attendance of trainings

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Next Step: Attend trainings


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: Improve interpersonal relationship


Final Step/Recommendation:

Should be given a chance to attend training/seminar.

Prepared by:

  
**ELVIRA L. OCLARIT**  
Unit Head

Conforme:

  
**ARMANDO M. PABON**  
Name of Ratee Faculty/Staff