

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

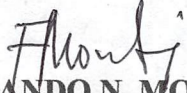
Name of Administrative Staff: FERNANDO N. MONTAJES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.91	4.91 x 70%	3.437
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.473
TOTAL NUMERICAL RATING			4.91

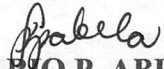
TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


FERNANDO N. MONTAJES
Name of Staff

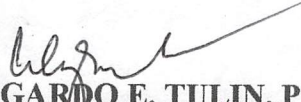
Reviewed by:


ROSARIO P. ABELA, Ed.D.
Department/Office Head

Recommending Approval:


DR. REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President

UNITED STATES DEPARTMENT OF AGRICULTURE BUREAU OF PLANT INDUSTRY

OFFICE OF THE CHIEF OF BUREAU

Name of Plant	Number of Plants	Value of Product	Remarks
Cotton	100	100.00	Cotton
Wool	50	50.00	Wool

TOTAL NUMBER OF PLANTS _____
TOTAL VALUE OF PRODUCT _____

CHIEF OF BUREAU

DIRECTOR

APPROVED

APPROVED

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

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BUREAU OF PLANT INDUSTRY

APPROVED

UNITED STATES DEPARTMENT OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FERNANDO N. MONTAJES**, of the **VSU Laboratory High School** commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January to June, 2018**.


FERNANDO N. MONTAJES
Ratee

Approved:


ROSARIO P. ABELA
Head of Unit


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	0% complaint from client served	Clients served	100% no complaint	100% no complaint	5	5	5	5	
Janitorial Services	100% of surroundings cleaned and maintained	Surroundings cleaned and maintained	90%	100%	5	5	5	5	
Other Services	Number of backdrops and lettering prepared and mounted	Backdrops and lettering prepared and mounted	5	10	5	5	5	5	
	Number of intervening tasks assigned by the Principal	Intervening tasks	1	5	5	5	4	4.66	
Total Over-all Rating					5	5	4.75	4.915	

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

**Comments & Recommendations
for Development Purpose:**

*You are instrumental
to the maintenance
of school's
cleanliness.*


Evaluated & Rated by:


ROSARIO P. ABELA, Ed.D
Dept/Unit Head

Recommending Approval:


ALELI A. VILLOCINO, Ed.D.
Dean/Director

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Fernando N. Montajes

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets on time.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: March 2018

First Step:

Coordinates with teachers for possible tasks to do and performs routine works such as cleaning the school surroundings.

Result:

On time accomplishment of tasks assigned by the teachers and maintenance of cleanliness in the school premises.

Date: April 2018

Target Date: June 2018

Next Step:

Continuous coordination with teachers and other staff to attain goals and objectives within the scheduled time.

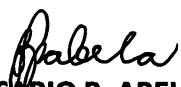
Outcome:

Timely accomplishment of tasks.


Final Step/Recommendation:

Keep up the good performance!.

Prepared by:


ROSARIO P. ABELA, Ed.D.
Unit Head

Conforme:


FERNANDO N. MONTAJES
Name of Ratee Faculty/Staff