

Annex P

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

Name of Administrative Staff: ALFREDO D. FLORENDO, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.636	30%	1.391
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.81

4.81

4.81

Outstanding

Prepared by:

ALFREDO D. FLORENDO, JR.  
Name of Staff

Reviewed by:

ROTACIO S. GRAVOSO  
Office Head

Recommending Approval:

Approved:

N/A  
Dean/Director  
ROTACIO S. GRAVOSO  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, ALFREDO D. FLORENDO, JR., of the OVPA commits to deliver and agree to be rated on the attainment of the following targets/ accomplishments in accordance with the indicated measures for the period JANUARY-JUNE 2024.

ALFREDO D. FLORENDO, JR.

Ratee

APPROVED:

ROTACIO S. GRAVOSO

Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Accomp- lishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration Support and Services (GASS)									
OVPA MFO 1: Administrative and Facilitative Services									
PI 1: Colleges and its academic, and OVPA support offices	No. of documents/requests from diff offices/units received/forwarded/ delivered	Deliver/forward urgent documents/ requests without delay	100	105	5	5	5	5.00	
PI 3: OPVAA Operations and Services	No. of OVPA urgent documents forwarded and follow-up	Release/follow-up urgent documents such as claims, travel, etc.	50	65	5	5	5	5.00	
	No. of messengerial tasks done like deliver items for waste, buy/pick-up food items for snacks served during meetings	Do messengerial tasks requested by the superiors	200	205	5	5	5	5.00	
	No valid complaints in safekeeping of OVPA equipment by unplugging electrical connections, facilitating its repairs/maintenance, and locking the doors/windows before leaving the office	Safekeep all OVPA equipment from untoward incidents and prevention of damages	0 complaint	0 complaint	5	5	5	5.00	
General Janitorial Services	No complaint in maintaining the cleanliness of the OVPA to comply the ISO 5S	Maintain the cleanliness of the OVPA to comply the ISO 5S	0 complaint	0 complaint	5	5	5	5.00	
	No complaint in maintaining the cleanliness of the assigned surrounding areas of the Admin Building	Maintain the cleanliness of the assigned surrounding areas of the Admin Building	0 complaint	0 complaint	5	5	5	5.00	
	Tend/water/replace plants inside the office	Tended/watered/replaced plants inside the office	0 complaint	0 complaint	4	4	4	4.00	



OVPAA MFO 2: Frontline Services									
PI 1: Efficient and customer-friendly frontline service	No. of clients assessed to fill-out customer satisfaction form	Take charge of the filling-out of customer satisfaction assessment form by clients	100	115	5	5	5	5.00	
	No. of clients assisted regarding queries	Assist clients needs and refer to person-in-charge regarding queries	100	115	5	5	5	5.00	
			TOTAL OVERALL RATING		44.00	44.00	44.00	44.00	
			AVERAGE RATING		4.88	4.88	4.88	4.88	
			FINAL RATING		4.88				
			ADJECTIVAL RATING		Outstanding				
			Comments & Recommendations for Development Purposes: <i>He takes initiative and requires minimal supervision</i>						
Evaluated and Rated by: <i>[Signature]</i> <b>ROTACIO S. GRAVOSO</b> Office Head			APPROVED <i>[Signature]</i> <b>ROTACIO S. GRAVOSO</b> Vice President for Academic Affairs						
Date: <i>7/22/21</i>			Date: _____						

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

## EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE : ALFREDO D. FLORENDO, JR.  
PERFORMANCE RATING : \_\_\_\_\_

AIM: To efficiently and consistently deliver the needed services to clienteles with utmost satisfaction

### Proposed Interventions To Improve Performance

Date : January 2024

Target Date: Jan-Jun 2024

First Step : Identify the problems or complaints encountered in performing the assigned tasks

Result : Discuss with the staff and make suggestions/proposal to solve the problems and/or eliminate the complaints

Date : January 2024

Target Date: Jan-Jun 2024

Next Step : Improvement on the delivery of services to clienteles in the day to day transactions in the office

Outcome : No errors, deliver documents without delay and time-saving

Final Step/


Recommendation: Encourage and motivate staff to become proactive in the performance of his job/

Prepared by:



**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

CONFORME:



ALFREDO D. FLORENDO, JR.  
Administrative Aide III





Exhibit O

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period : January-June 2024

Name of Staff: ALFREDO D. FLORENDO, JR

Position : Admin Aide 3

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.

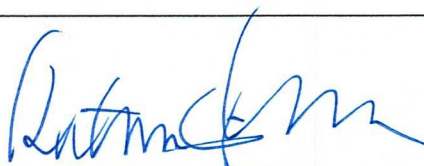
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

N/A



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		51				
<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		51				
Average Score		4.636				
Overall recommendation:						



**ROTACIO S. GRAVOSO**

Immediate Supervisor