



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

**Annex P**

Name of Administrative Staff: **REYNALDO V. DOSDOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.583	30%	1.374
<b>TOTAL NUMERICAL RATING</b>			<b>4.405</b>

TOTAL NUMERICAL RATING: 4.405

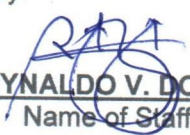
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.405

FINAL NUMERICAL RATING 4.405

ADJECTIVAL RATING: VS

Prepared by:

  
**REYNALDO V. DOSDOS**  
Name of Staff

Reviewed by:

  
**LEGARIO B. RAMOS**  
Department/Office Head

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
Dean/Director

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President

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Page 1 of 1

**FM-PRO-13**

v1 05-27-2020

No. **368**

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM ( IPCR )

## EXHIBIT B

I, **REYNALDO V. DOSDOS** of the PHYSICAL PLANT OFFICE commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the **JULY- DECEMBER 2020**

Approved:

  
**REYNALDO V. DOSDOS**

Ratee

  
**LEGARIO B. RAMOS**

Unit, Head

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>	
MFO 1-Repair of IT Equipments	PI 1.1-Number of Repaired and maintained IT Equipment	IT Equipment troubleshooting based on job request Cleaning of unit, Scan for virus, Back-up files, Hardware installation, update antivirus, restore files to main drive	30	32	5	4	4	4.33	
	PI 1.2-Number of Electronic Printer Repaired	Create Continues Ink System(CIS), Troubleshooting/repair/testing	3	5	5	4	4	4.33	
			10	12	5	4	4	4.33	
	PI 1.3-Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	10	12	5	4	4	4.33	
	PI 1.4- Number of AVR Repair		3	5	5	4	4	4.33	
	PI 1.5- Number of UPS Repaired	General cleaning and checkup for repair/Troubleshooting/Repair/Testing	5	8	5	4	4	4.33	
	PI 1.6- Number of Research data recovered and restored	Ensures 100% data recovery	20	25	5	4	4	4.33	

PI 1. 7- Number of Advising/Assisting	Advices clientile regarding minor computer trouble by phone	5		5	4	4	4.33	
PI 1. 8- Make monthly report	Make a list of units restored for billing purposes	10		5	4	4	4.33	
<b>Total Over-all Rating</b>				<b>39.00</b>				
Average Rating (Total Over-all rating divided by 4)			<b>4.33</b>	Comments & Recommendations for Development Purpose:  <i>BCH TRAINING / Seminar</i>				
Additional Points:								
Punctuality:								
Approved Additional point (with copy of approval)								
FINAL RATING			<b>4.33</b>					
ADJECTIVAL RATING			<b>VS</b>					


Evaluate & Rated by:

  
**LEGARIO B. RAMOS**  
 Supervisor

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

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

Recommending Approval:

  
**MARLON G. BURLAS**  
 O/C, Director, PPO

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

Approved by:

  
**REMBERTO A. PATINDOL**  
 VP. For Adm. & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2020

Name of Staff: Reynaldo V. Dosdos

Position: Admin. Aide V

**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

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Page 1 of 2

**FM-PRO-14**  
v1 05-27-2020

No. 368

Total Score		55				
<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		4.583				

Overall recommendation : \_\_\_\_\_

  
**LEGARAJO B. RAMOS**  
 Printed Name and Signature  
 Head of Office

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## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Reynaldo V. Dosdos

Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

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

First Step:

Send to training seminar related to work performance

Result:

Improved efficiency/productivity

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

Next Step:

Recommend for elevated employment status

Outcome: Improved work performance


Final Step/Recommendation:

Per permanent status

Prepared by:

  
**LEGARIO B. RAMOS**  
Unit Head

Conforme:

  
**REYNALDO V. DOSDOS**  
Name of Ratee Faculty/Staff