



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORBERTO M. MANAGBANAG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.339
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.440
TOTAL NUMERICAL RATING			4.779

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.77

ADJECTIVAL RATING:

Outstanding

Prepared by:

NORBERTO M. MANAGBANAG

Name of Staff

Reviewed by:

ELIZABETH S. QUEVEDO

Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

NORBERTO M. MANAGBANAG

Approved: _____

MA. THERESA P. LORETO

[illegible]

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Department Head, DoPAC

Recommending Approval:



MA. THERESA P. LORETO

Dean, College of Arts & Sciences

Approved:



BEATRIZ S. BELONIAS

VP for Academic Affairs

Average Rating (Total Over-all rating divided by 4)		4.77
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.77
ADJECTIVAL RATING		0

Evaluated & Rated by:

E. S. Quevedo

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: July 26, 2021

Recommending Approval:

mtelno

MA. THERESA P. LORETO

Dean, CAS

Date: 10/22/2021

Comments & Recommendations for Development Purpose:

Attend training on personality development

Approved by:

B. Belonias

BEATRIZ B. BELONIAS

VP for Academic Affairs

1-Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2021**

Name of Staff: **NORBERTO M. MANAGBANAG** Position: **ADM. 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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	82				
Average Score	4.8				

Overall recommendation : Effectively communicates, interact with colleague and work well in a team

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO M. MANAGBANAG

Performance Rating: _____

Aim: Aspire for outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Attendance to personality development and the computer literacy training-workshop

Results:

Date: _____


Target Date: _____

Next Step:

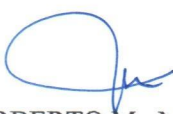
Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Unit Head

Conforme:


NORBERTO M. MANAGBANAG
Name of the Ratee Faculty