

OFFICOR THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

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 NUM	MERICAL 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:	Reviewed by:	admine
NORBERTO M. MANAGBAN Name of Staff	ELIZABETH S. QUEVEDO Department/Office Head	

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

I, Mr. Norberto M. Managbanag, of the Department of Pure & Applied Chemistry, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2021.

Approved;

NORBERTO M. MANAGBANAG

Ratee

ELIZABETH S. QUEVEDO

MA. THERESA P. LORETO

Head of Unit Dean, CAS

	Ratee				riead of Offic				1	Deari, CAS
							Ra	ting		Remarks
Description of MFO's/PAPs	Success Indicators Program/ Activities/ Projects Tasks Assigned		Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	-	
Jenera l	P1. 1 Number of									
Administration	memoranda and other	, x	Documents		50/	-	-	_	5.00	
and Support	documents served on		delivered within	35/week	50/week	5	5	5	5.00	
Services (GASS)	time	Administrative	specified time						1	
	P1. 2 Number of Gov t forms facilitated, submitted on time		Documents submitted on time	25/week	40/week	5	5	5	5.00	
Janitorial Services	P1 .1 Offices maintained and cleaned	Janitorial	Offices cleaned	90%	90%	5	5	5	5.00	
	P1. 2 Number of lecture	Janitorial	lecture room	100/	100/	5	4	4	4.33	
	room maintained	,	cleaned	10%	10%	P				2
	P1. 3. Number of		laboratory room	10%	10%	5	4	4	4.33	
	laboratory room		cleaned						A	
	Maintained CR's/		Maintained	2 student CR's	2 student CR's &					
	surroundings		cleanliness	& 2 Faculty & Staff CR'2	2 Faculty & Staff CR'2	5	5	4	4.67	
	P1 .2 Number of times DoPAC surroundings mowed		mowed DoPAC surroundings	once a month	once a month	5	5	4	4.67	7
	P1.1 Efficient and customer friendly frontline service	General services	served with 0% complaint	zero complaint	zero complaint	5	5	5	5.00	
Other Services	Emergency assistance	Administrative	emergency assistance	5	10	5	5	5	5.00	
	Total Over-all Rating								43.00	
	Average Rating								4.77	
	Adjectival Rating								0	

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	4.77
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.77
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose: Allerda training on personally development

Evaluated & Rated by:

ELIZABETH S. QUEVEDO

Head, DoPAC Date: July 26, 702

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS Date: 10 22 2021

Approved by:

BEATRIZ & BELONIAS VP for Academic Affairs

1-Quality

2- Efficiency

3- Timeliness

4- Average



PERFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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					
2.	Willing to be trained and developed	5	4	3	2	1
	Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
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	-
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score			82		
	Average Score			4.8		

Overall recommendation

Effectively communicale, interact with colleague and work well in a fear affinered

ELIZABETH S. QUEVEDOPrinted Name and Signature

Head of Office

Vision: Mission:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO Performance Rating:		
Aim: Aspire for outstanding Admin	nistrative Staff	
Proposed Interventions to Improve	Performance:	
Date: July 2021	Target Date: Decemb	per 2021
First Step:		
Attendance to personality deve	elopment and the compute	er literacy training-workshop
Results:		
Date:	Target Date: _	
Next Step:		

Outcome:		
Final Step/Recommendation:		
Conforma	Prepared by:	ELIZABETH S. QUEVEDO Unit Head
Conforme:		

NORBERTO M. MANAGBANAG

Name of the Ratee Faculty