



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

**Annex P**

Name of Administrative Staff: ROLAND Q. TAN


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

TOTAL NUMERICAL RATING: 4.60  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.60


FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding

Prepared by:

  
ROLAND Q. TAN  
Name of Staff

Reviewed by:

  
RODEN D. TROYO  
Head/GLMU

Recommending Approval:

  
MARIO LILIO P. VALENZONA  
DIRECTOR/PPO

Approved:

  
EDGARDO E. TULIN  
Vice President for Admin. and Finance

ROLAND Q. TAN

RODEN D. TROYO


[illegible]

Average Rating (Total Over-all Rating divided by 4)		4.60
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

Attend training on Sustainable Integrated Solid Waste Management.

Evaluated & Rated by:

  
**RODEN D. TROYO**  
 Unit Head/GLMU

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

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
 Director/PPO

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

Approved by:

  
**EDGARDO E. TULIN**  
**DANIEL LESLIE S. TAN**

Vice President, Administration and Finance

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: ROLAND Q. TAN


Position: FARM WORKER II

**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
Total Score		55				

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		23				
Average Score		4.59				
Overall recommendation :						

  
**RODEN D. TROYO**  
 HEAD/GLMU



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLAND Q. TAN  
Performance Rating:

Signature: \_\_\_\_\_



Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: JULY 2023

Target Date: DECEMBER 2023

First Step:

1. Constant follow up of the plans and targets.
2. Encourage to attend activities for capability building.

Result:

1. Problems and issues are immediately addressed.
2. Enhance the capacity and ability to perform the tasks assigned especially in the office knowledge management and in cascading all the updated forms in line with ISO.

Date: JULY 2023

Target Date: DECEMBER 2023

Next Step:


Empowering the staff to excel in her workplace in order to contribute for the betterment of the OVPREI and for the university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.


Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

  
RODEND TROYO  
Unit head

Conforme:

  
ROLAND Q. TAN  
Name of Ratee Faculty/Staff