



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JEMUEL A. OCANADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: 0

Prepared by:

JEMUEL A. OCANADA
Name of Staff

Reviewed by:

JULIUS V. ABELA
Department/Office Head

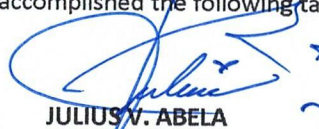
Approved:

ELWIN JAY V. YU
Vice President

"Exhibit B"

I, JEMUEL A. OCAÑADA of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2024.


JEMUEL A. OCAÑADA
Ratee
7-11-24


JULIUS V. ABELA
Head, UDRRMSSO
7-12-24

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)									
VPAF STO3: ARTA aligned compliance and reporting requirements									
PI 5. Percentage of external clients served and rated the service at least very satisfactory or higher	To serve all clients to meet their satisfactory requirements	Supervision/ Monitor	100%	100%	5	4	5	4.7	Served all transactions of public clients that exceeds the CC standards
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
MFO 4. Maintain Peace and Order									
PI 3. Implement orders/ directives from the top management	University Memorandums	Posting of memorandum/ directives from the top management at the guard post	95%	100%	5	5	4	4.7	Cascaded to the field guards the updated memorandums from the top management
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Frontline service	Entertain clients and serve them properly, efficiently, and effectively	95%	100%	5	4	5	4.7	Zero (0) % complaints
PI.3. Financial and personnel related documents submitted	Administrative function	Prepares, received incoming/outgoing documents	25	27	5	5	4	4.7	For sorting, filing, and processing of vouchers for payments

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 4. Number of incident reports	Administrative function	Encoded incident reports at the blotter logbook	10	10	5	5	4	4.7	Submitted weekly reports to the top management and prepared other incident reports for information and record purposes
PI 6. Number of RIS PPMP and PR requested	Administrative function	Prepares PR's,RIS,PPMP	10	10	5	5	4	4.7	For office maintenance
MFO 6. Office improvement and maintenance/ office management									
PI 2. Hire additional office staff	Office staff	Request additional staff	1	1	5	5	4	4.7	Hiring one staff for DRRM functions
MFO 7. Proactive Risk and Disaster Management									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/ disaster	For disaster preparedness	Facilitator	1	1	5	4	5	4.7	Facilitated a 3 session BLS training-workshop
Total over-all Rating								37.3	

Average Rating(Total Overall rating divided by 8)		4.67
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.67
ADJECTIVAL RATING		O

Evaluated & Rated by:

JULIUS V. ABELA

Dept. Office Head

8-12-24

Approved by:

ELWIN JAY V. YU

Vice Pres. For Admin & Finance

8-20-24

Comments & Recommendations for Development Purpose:

Recommended to attend technical administrative trainings

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	

Date:

Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4 th	

Name of Office: University Disaster Risk-Reduction & Management, Safety & Security Office

Head of Office: JULIUS V. ABELA

Number of Personnel: 61

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		The Head of Office conducted monthly office meetings for regular updates		Monthly accomplishment reports	Instructed to attend administrative training
Coaching					Encouraged to attend Administrative training

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JULIUS V. ABELA
Head, UDRRMSSO

Noted by:

ELWIN JAY V. YU
VP for Admin & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: OCAÑADA, JEMUEL A.

Performance Rating: Q

Aim: To develop confidence and capacitate with skills and knowledge with regards to administrative functions both technical and clerical works

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: January to March 2024

First Step: Facilitate DRRM-related seminars or workshops

Result: Facilitated the 3 batches of Basic Life Support and processing of pertinent documents and financial transactions

Date: January 2024

Target Date: January to December 2024

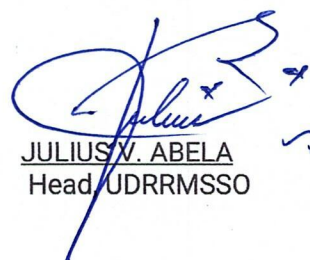
Next Step: Attend administrative-related seminars and workshops to boost confidence and capacitate with skills, and techniques and build a network

Outcome: Provided both technical and clerical administrative support in the planning of manning events and running the security office and UDRRM.

Final Step/Recommendation:

Maintain/ exceed current productivity to accomplish office targets and satisfy the client's and superior's requests.

Prepared by:


JULIUS V. ABELA
Head UDRRMSSO

Conforme:


JEMUEL A. OCAÑADA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2024

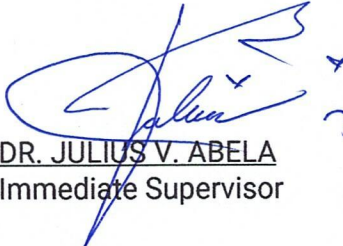
Name of Staff: JEMUEL A. OCANADA Position: ADMIN AIDE III

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		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	59				
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					
Average Score	4.916				
Overall recommendation:					


DR. JULIUS V. ABELA
 Immediate Supervisor