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## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

TOTAL NUMERICAL RATING:

## ARNULFO M. ALMERODA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.89	70%	3.423
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
		TOTAL NUI	MERICAL RATING	4.899

4.899

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
FINAL NUMERICAL RATING	4.899
ADJECTIVAL RATING:	OUTSTANDING
Prepared by:  ARNULFO M. ALMERODA  Name of Staff	Reviewed by:  MARY JOX M ABIT  OIC-Department Office Head

Recommending Approval:

VICTOR B. ASIC Dean/Director

Approved:

BEATRIZ S. BEL ØNIAS Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO M. ALMERODA, o	f the Department of P	est Management	t commits	s to deliver and	d agree to b	e rated on the atta	inment of the fol	lowing targets i	n accordance v	with the
indicated measures for the pe	riod <u>July</u>	2019 to	o	December 20	019 .					

ARNULFO M. ALMERODA

Ratee

Approved: MARY 16X M. A

				Rating					
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Q1	E2	Т3	A4	Remarks
fficient and Customer riendly Frontline Service	Zero percent complaint from client served	Officer of the day (frontliner), first person at the Natural History Museum Incharge to entertain students, clients, customers, & etc.	80	210	5	5	5	5.0	
	# of museum collections	Maintains and preserves collections inside the Natural History Museum	2, 500	3,750	5	4	5	4.67	
	# of host plants collected and planted	Maintains the butterfly garden including the collections & planting of host plants.	110	321	5	5	5	5.0	
	# of cultures maintained	Cultures butterflies	400	3,350	5	5	5	5.0	
	# of visitors received	Assisted visitors	500	1,194	5	5	5	5.0	
	# of exams assisted	Act as Proctor	5	6	5	4	5	4.67	
Total Overall Rating								4.89	

Average Rating (Total Over-all rating divided by 4)	4.89	
Additional Points:		
Punctuality		1/61/5
Approved Additional points (with copy of approval)		NONE
FINAL RATING	4.89	Retirable
ADJECTIVAL RATING	OUTSTANDING	Remade

Evaluated & Rated By:	Recommending Approval	Approved by:	1641
MARYLOYMABIT	VICTOR B. ASIO		BEATRIZ S. BELONIAS
OIC-Head, DIM	Dean, CAFS		VP-Instruction
Date:	Date:	Date:	MARKET PROJECTION AND ADMINISTRATION AND ADMINISTRA

- 1 Quality2 Efficiency3 Timeliness
- 4 Average

## Instrument for Performance Effectiveness of Administrative Staff

	Rating Period:_	Jan Dec. 2019		,	_
Name of Staff:	ARNULFO M. AL	MEROUA	Position:	Lab, aide	11

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	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						
Α. (	Commitme	ent (both for subordinates	and supervisors)			Scale	2		
1.	Demonst		needs and makes the latter's experience in transacting business with	5	4	3	2	1	
2.	Makes se	elf-available to clients even	beyond official time	5	4	3	2	1	
3	Cubmita	urgent non routine reports	required by higher offices/agencies such as CHED, DBM, CSC.					T	

Commitment (both for subordinates and supervisors)			Scale	9	
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
Makes self-available to clients even beyond official time		4	3	2	1
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				2	1
Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.				2	1
Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks				2	1
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
Keeps accurate records of her work which is easily retrievable when needed.	5)	4	3	2	1
Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
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			3	2	1
		4	3	2	1
		4	3	2	1
Willing to be trained and developed	5	4	3	2	1
Total Score					
eadership & Management (For supervisors only to be rated by higher supervisor)			Scale	9	
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
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
Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.		4	3	2	1
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
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					
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Overall recommendation

Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee Performance Ratin			<u>da</u>			
Aim:	NONE	He	will be	retining	500M.	•
Proposed Intervent	ions to Improv	e Perfo	rmance:			
Date:		_ Tar	get Date:_			
First Step:						
D 1		A.				
Date:		Targe	et Date: _			
Next Step:						
Outcome:						
Final Step/Recomm	mendation:					
			repared by		ARY JOY	AL ABIT
Conforme:	_/ 0					

ARNULFO M. ALMERODA
Name of Ratee Faculty/Staff