

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

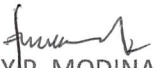
Name of Administrative Staff: Henry P. Modina

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
2. Supervised/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any -
TOTAL NUMERICAL RATING: 4.90
ADJECTIVAL RATING: Very Satisfactory

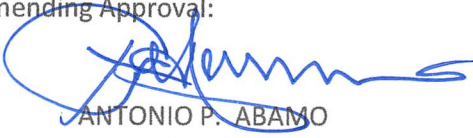
Prepared by:

Reviewed by:



HENRY P. MODINA
Name of Staff


NANCY V. DUMAGUING
Department/Office Head ✓

Recommending Approval:


ANTONIO P. ABAMO
Dean

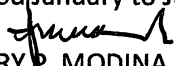
Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

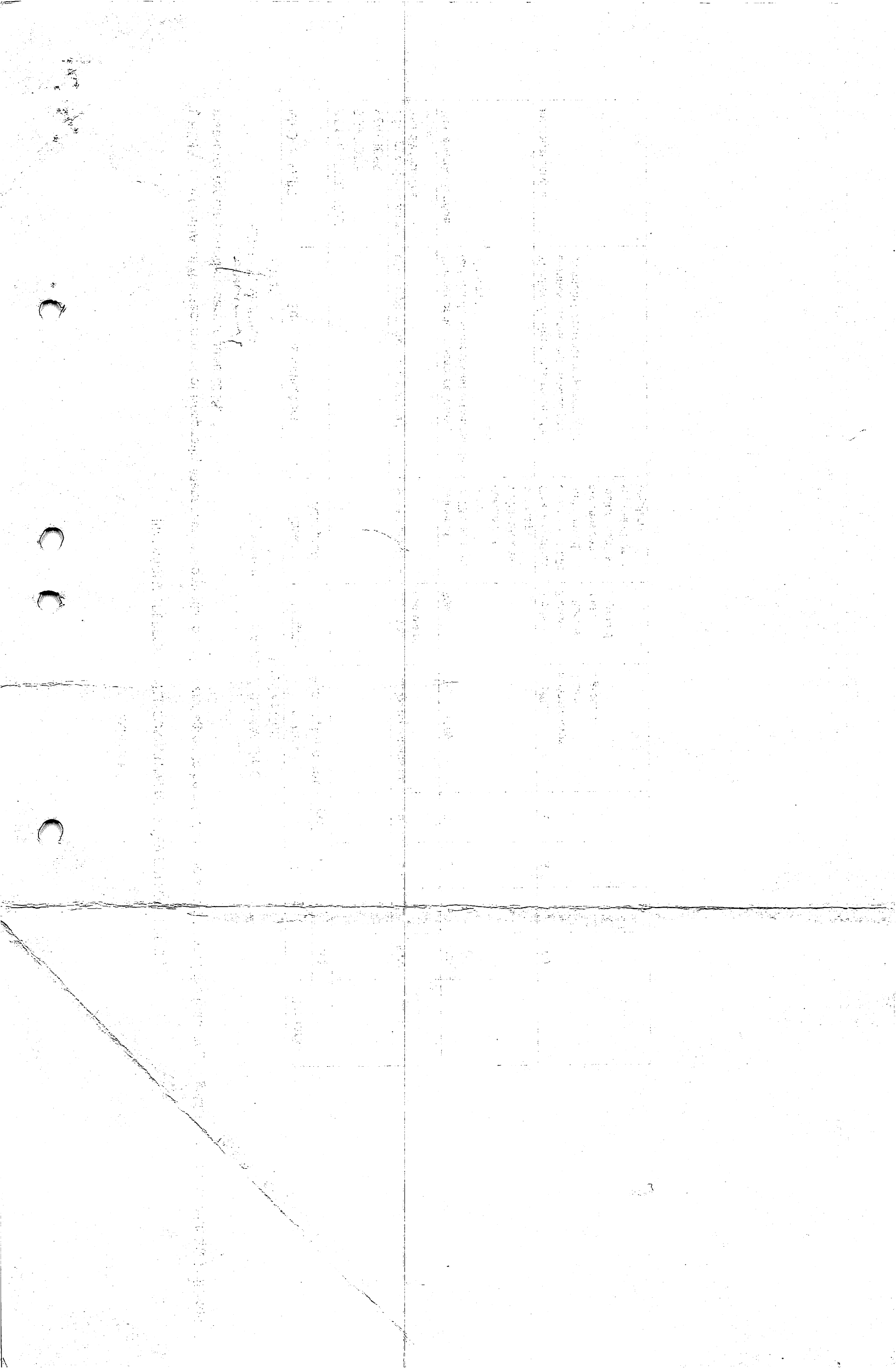
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HENRY P. MODINA, of the Department of Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.


HENRY P. MODINA
Ratee

Approved: 
NANCY V. DUMAGUING
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer - friendly frontline service	0% complaint from client served	Served clients	95% no complaint	100% no complaint	5	5	5	5.00	
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	80%	100%	5	5	5	5.00	
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintain its surroundings regularly	Cleaned offices, classrooms, CRs and mowed grounds and maintained its surroundings regularly	1 office 3 class-Rooms 2 CRs 1 ground	2 office 6 classrooms 4 CRs 2 grounds	5	5	5	5.00	



Other Services	Number of documents bound	Bound documents	20	35	5	5	5	5.00	
	Percentage in photocopy of instructional materials, syllabus, course outlines and examinations	Photocopied IMS, syllabus, course outlines and examinations as requested	80%	90%	5	5	4	4.66	
Total Over-all Rating								24.66	

Average Rating(Total Over-all rating divided by 5)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		VS

Comments & Recommendation for Development Purpose:

*Filing system of documents is not put in place
Develop system to fast track retrieval of documents*

Evaluated & Rated by:

H. Quins
NANCY V. DUMAGUING
Department Head
Date: 8/16/2018

Recommending Approval:

[Signature]
ANTONIO P. ABAMO
Dean, CME
Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS
Vice President
Date: _____

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

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Page 12
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11/1/75

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Henry P. Medina Position: Adm. Aide 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		58				
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	5	4	3	2	1

100-100000

January 11, 1968
George S. Johnson

office/department aligned to that of the overall plans of the university.					
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	4.83				

Overall recommendation : _____

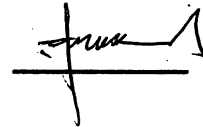

NANCY V. DUMAGUING
Name of Head

SECRET

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Henry P. Modina
Performance Rating:

Signature:



Aim: To review and enhance in performing the assigned task and responsibilities as Administrative Aide of the department

Proposed intervention to review and enhance performance:

Date: January 2018

Target: June 2018

First Step

Attend seminars and trainings (NC II) especially in enhancing skills in utility and other relevant services

Result:

- Enhanced knowledge and skills in attending the utility and other relevant needs of department and VSU clients
- Enhanced camaraderie with students and colleagues

Date: July 2018

Target Date: December 2018

Next Step:

- Participate further seminars and trainings of the University
- Being available to extend utility services to faculty/staff and students in processing documents

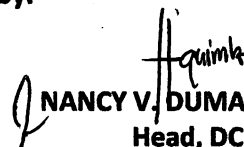
Outcomes :

- Enhanced learning as support staff of the department
- Faculty/staff and Students were assisted in processing documents and other relevant needs

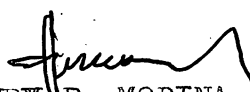
Final Step/Recommendation:

Sustained administration support to the administrative staff in developing further their education/knowledge and skills by attending relevant trainings fitted to their needs and avail scholarship.

Prepared by:


NANCY V. DUMAGUING
Head, DCHM

Conforme:


HENRY P. MODINA
Ratee

James H. Thompson, Jr.
Director, Bureau of Prisons

Enclosed for the Bureau of Prisons are the following documents:

1. Report of the Commission on the Administration of the Federal Prisons

2. Report of the Commission on the Administration of the Federal Prisons

3. Report of the Commission on the Administration of the Federal Prisons

4. Report of the Commission on the Administration of the Federal Prisons

5. Report of the Commission on the Administration of the Federal Prisons

6. Report of the Commission on the Administration of the Federal Prisons

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11. Report of the Commission on the Administration of the Federal Prisons

12. Report of the Commission on the Administration of the Federal Prisons

13. Report of the Commission on the Administration of the Federal Prisons

14. Report of the Commission on the Administration of the Federal Prisons

15. Report of the Commission on the Administration of the Federal Prisons

Very truly,
James H. Thompson, Jr.

James H. Thompson, Jr.
Director, Bureau of Prisons

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