

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: LAUREANO S. MARANGUIT

1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: 0

Prepared by:


LAUREANO S. MARANGUIT
Name of Staff

Reviewed by:


ROSARIO A. SALAS
Department/Office Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Approved:


BEATRIZ S. BELONIAS


Vice President

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: LAUREANO S. MARANGHIT

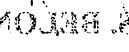
I		Numerical Rating (2)	Percentage Weight (3)	Weighted Numerical Rating (2x3)
1.	Numerical Rating per IPOR	4.76	70%	3.33
2.	Supervisor's assessment of his contribution towards attainment of office assignments	4.88	30%	1.44
TOTAL NUMERICAL RATING				4.77

TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
FINAL NUMERICAL RATING: 4.77
ADJECTIVAL RATING: 0

Prepared by: 
Name of Staff: LAUREANO S. MARANGHIT

Recommending Approvals:


VICTOR B. ASIO
Deputy Director


BEATRIZ A. BRONIAS
Vice President


ROSARIO A. SALAS
Department Office Head

ANO S. MA

Ratee

Mal

Head of Unit


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Average Rating (Total Over-all rating divided by 4)	4.66	3.26
Additional Points:		
Punctuality	5	1.5
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		0

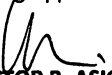
Comments & Recommendations
for Development Purpose:

Keep up the good
work


Evaluated and Rated by


ROSARIO A. SALAS
Head, DOH
Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President Instruction
Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: LAUREANO S. MARANGUIT Position: Farm Worker

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)						
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. Make self-available to clients beyond official time	5	4	3	2	1	
3. Submit 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. Demonstrate 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					4.87

Overall recommendation _____


ROSARIO A. SALAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LAUREANO S. MARANGUIT

Performance Rating: Outstanding

Aim: To maintain the Outstanding Rating

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: Dec. 2018

First Step: To be able to attend short course training, seminar/conferences on ornamental Landscaping and ornamental plant propagation.
To go on study tour to established Ornamental plant nurseries

Result: Visited ornamental nurseries

Date:

Target Date:

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:

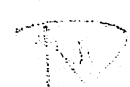

ROSARIO A. SALAS
Unit Head

Conforme:


LAUREANO S. MARANGUIT
Name of Ratee/Faculty Staff

Name of Ratee/Facility Staff
LAUREANO S. MARANGUIT

Conformer:



Unit Head
ROSARIO A. SALAS

Prepared by:

Final Step/Recommendation:

Outcome:

Next Step:

Date: _____
Target Date: _____

Result: Visited ornamental nurseries

To go on study tour to established Ornamental plant nurseries
Ornamental plant propagation

First Step: To be able to attend short course training seminars/workshops on ornamental landscaping and

Date: July 2018

Target Date: Dec. 2018

Proposed interventions to improve performance:

Aim: To maintain the Outstanding Rating

Performance Rating: Outstanding

Name of Employee: LAUREANO S. MARANGUIT

EMPLOYEE DEVELOPMENT PLAN