



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

**Annex P**

Name of Administrative Staff: **Alfredo Braga**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.603</b>

TOTAL NUMERICAL RATING: 4.603

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.603

FINAL NUMERICAL RATING 4.603

ADJECTIVAL RATING: Outstanding

Prepared by:

**ALFREDO BRAGA**  
Name of Staff

Reviewed by:

**MARLON G. BURLAS**  
Department/Office Head

Recommending Approval:

**MARIO LILO VALENZONA**  
Dean/Director

Approved:


**DANIEL LESLIE S. TAN**  
Vice President




# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALFREDO M. BRAGA** of the Power Plant and Electrical Services, commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July-December 2022**

Approved:

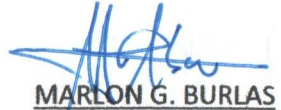
  
**ALFREDO M. BRAGA**  
Ratee

  
**MARLON G. BURLAS**  
Head of Unit

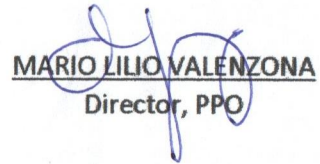
MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>FMO1</b> -Power related new and major project completed	<b>PI 1.1 Installed Electrical Systems</b> Administration building	Installed electrical rough-ins & raceways	90	92	5	5	4	4.667	
	<b>PI 1.2 Academic and Research</b> buildings	Installed electrical wiring	5	6	5	5	4	4.667	
	<b>PI 1.3 IGP building</b>	Installed electrical panel board, switches, convenience outlet, aircon outlet and devices	45	48	5	5	4	4.667	
	<b>PI 1.4 Student and Staff Housing</b>	Installed electrical lighting fixtures	30	35	4	5	5	4.667	
<b>FMO2</b> -Electrical Division System Circuit, repair and maintain	<b>PI 1.5 No. of electric pole</b> replaced/maintain	Replaced/Maintaind electric poles distribution and secvondary lines, cross arms, cut outs, and insulators	12	15	4	5	4	4.333	
	<b>PI 1.6 No. of primary and secondary</b> service entrance repaired and	Re-insulated and replaced primary and secondary service entrance	5	7	4	5	5	4.667	
	<b>PI 1.7 No. of primary and secondary</b> lines repaired and	Tension primary and secondary lines, reconnected the primary and secondary lines and cleaned insulators and cut outs	5 minor repair 5 major repair	5 minor repair 5 major repair	4	4	5	4.333	
	<b>PI 1.8 No. of Distribution transformer</b> serviced and maintained	Cleaned primary and secondary bushing, took sample of transformer oil for color index, refilled new transformer oil	17 distribution transformer	17 distribution transformer	4	5	4	4.333	
Total Over-all Rating								36.33	
Average Rating (Total Over-all rating divided by 4)				4.54	Comments & Recommendations for Development Purpose:  <b>TECHNICAL SKILLS TRAINING &amp; DEVELOPMENT</b>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.54					
ADJECTIVAL RATING				VS					




Evaluated & Rated by:

  
MARLON G. BURLAS  
Unit Head

Recommending Approval:

  
MARIO LILIO VALENZONA  
Director, PPO

Approved by:

  
DANIEL LESLIE S. TAN  
Vice President





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Alfredo Bragan Position: Admin. Asst-III

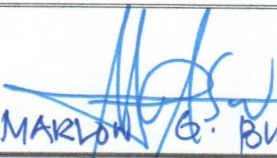
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	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	57				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.75				
Overall recommendation	:				

  
MARLON G. BURLAS  
 Printed Name and Signature

Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALFREDO BRAGA**

Performance Rating: \_\_\_\_\_

Aim: collaboration and working with others

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step: Adjustment of work approached based on the agreed term/work of the office.

Result: Understanding & responding to the concerns of others.

Date: October 2022 Target Date: December 2022


Next Step: Understanding the mandate of the office

Outcome: Contribution to work outputs of the office


Final Step/Recommendation:

positive communication & interaction between colleagues

Prepared by:

  
**MARLON G. BURLAS**  
Supervisor

Conforme:

  
**ALFREDO BRAGA**  
Name of Ratee Faculty/Staff