



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ALEX P. TULIN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.38	70%	3.07
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: 4.57


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

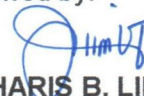
FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: Very Satisfactory

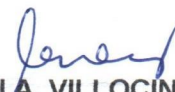
Prepared by:


ALEX P. TULIN
Name of Staff


Reviewed by:


CHARIS B. LIMBO
Department/Office Head

Recommending Approval:

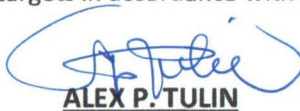

ALELI A. VILLOCINO
Dean, College of Education

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Tulin, Property Custodian of the Institute of Human Kinetics 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 1 to June 30, 2020.


ALEX P. TULIN

Ratee


CHARIS B. LIMBO, Ed. D.
Director, IHK

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	no complaint	no complaint	5	5	4	4.67	
Custodial Services	Issuance of athletic supplies/equipment for students	Gives proper instruction of the supplies issued	110	130	5	4	5	4.67	
Custodial Services	Issuance of athletic supplies/equipment for faculty/staff	Gives proper instruction of the supplies issued	150	250	5	5	4	4.67	
Secretariat Works	Number of Documents encoded and submitted	Documents encoded	50	65	5	5	4	4.67	
	Number of standard government forms prepared	Government forms prepared	10	15	5	5	4	4.67	
	Number of Documents served within the day of receipt	Proper & correctness of documents prepared	25	30	5	5	4	4.67	
Janitorial Services	100% of offices cleaned and maintained	Cleaning the Property Office	1	1	5	5	5	5	
Monitoring and Managing Services	Number of end-user/requesting parties for the use of the University Gym	Give proper direction to the end-user	10	15	5	5	4	4.67	
	Provides directions, manages, supervises the maintenance, cleanliness, beautification and development of the Gym	Manages and supervising the maintenance of the Gym & its	1 Gym Caretaker	1 Gym Caretaker	4	4	4	4.33	

		surroundings							
	Gives proper direction in the maintenance of repairs and reconditioning of all institute apparatus/equipment for instructional use	Manages the proper maintenance of the apparatus and the equipment	18 units	21 units	5	4	5	4.67	
Total Over-all Rating					4.8	4.0	4.3	4.40	

Average Rating (Total Over-all rating divided by 4)	4.38
Additional Points:	0
Punctuality	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.38
ADJECTIVAL RATING	Very Satisfactory

Comments and Recommendations for
Development Purposes

Very efficient and customer friendly!

Evaluated & Rated by:



CHARIS B. LIMBO, Ed. D.

Director, IHK

Date: _____

Recommending Approval:



ALELI A. VILLOCINO, Ed. D.

Dean, College of Education

Date: _____

Approved:



BEATRIZ S. BILONIAS, Ph. D.

Vice President for Academic Affairs

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2020**

Name of Staff: Alex P. Tulin

Position: Property Custodian

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


Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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	60				

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	5				

Overall recommendation : very efficient and customer friendly!


CHARIS B. LIMBO
 Printed Name and Signature
 Head of Office

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.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALEX P. TULIN**

Performance Rating: Very Satisfactory

Aim: To use the Petty Cash Advance money in the conduct of emergency purchase of supplies and materials urgently needed in the production of study guide/modules for the modified/blended learning program under implementation by CHED due to Covid-19 Pandemic.

Proposed Intervention to Improve Performance:

Take charge in the canvass and purchase of urgently needed supplies and materials needed for the study guide/modules and the preparation of replenishment papers to assure steady supply of supplies and materials for continuous production of study guide/modules.

Date: June 2020

Target Date: July 2020

First Step:

- Handle the emergency purchase of supplies and materials

Result:

- Ensure steady supply of materials for the continuous production of study guide/modules

Date: August 2020

Target Date: August 2020

Next Step: Monitor uses of supplies and materials to ensure steady supply.

Outcome: Empowered employee to work on job assigned.

Final Step/Recommendation:

The employee has a very good work attitude. But with the bulk of supplies and materials needed in the production of learning guide/modules, the Petty Cash Advance of Five Thousand Pesos (₱5,000.00) shall be increase to Ten Thousand Pesos (₱10,000.00) next year to assure steady supply of materials needed.

Prepared by:



CHARIS B. LIMBO, Ed. D.
Director, IHK

Conforme:



ALEX P. TULIN
Property Custodian, IHK