


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2018

Name of Administrative Staff : **ANTONIO Y. ABAYABAY**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
			4.600

TOTAL NUMERICAL RATING :	<u>4.600</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.600</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


ANTONIO Y. ABAYABAY
 Name of Staff

Reviewed by:


ROMEL B. ARMECHIN
 Office Head

Approved:

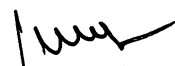

OTHELLO B. CAPUNO
 VP for Research & Extension

Average Rating (Total Over-all rating divided by)		28.5/6
Additional Points:		
Punctuality	N/A	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.75
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

Needs training related
to enhance performance
as Admin Aide.

Evaluated and Rated by:


ROMEL B. ARMEJIN
Unit Head

Date: _____

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

Approved by:


OTHELLO B. CAPUNO
VP for Research & Extension

Date: _____

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: ANTONIO Y. ABAYBAY Position: ADMIN. AIDE IV

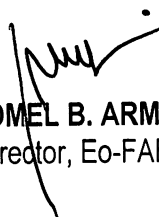
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/ campus using the scale below. Encircle your rating.

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	$5/12 = 4.25$				
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					

Overall recommendation : _____


ROMEL B. ARMECIN
 Director, Eo-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January to June 2018

√	1st	Q U A R T E R
√	2nd	
	3rd	
	4th	

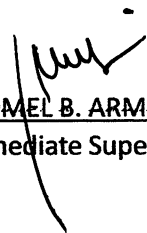
Name of Officer : ANTONIO Y. ABAYABAY
 Head of Office : ROMEL B. ARMECIN
 Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Office works and activities		Feb. 5, 2018			
Coaching on efficient office works		May 4, 2018			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


ROMEL B. ARMECIN
 Immediate Supervisor


OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

PERFORMANCE MONITORING FORM
January to June 2018

Name of Employee : ANTONIO Y. ABAYABAY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date Accomplished	Quality of Output*	Assessment of Output**	Overall	Remarks/Recommendation
1.	Types/prepares voucher and other office documents.	Number of prepared voucher and other office documents.	Daily	Daily	Daily	Very Satisfactory	Very Satisfactory		
2.	Deliver/process office documents	Number of delivered/processed office documents.	Daily	Daily	Daily	Very Satisfactory	Very Satisfactory		
3.	Types/prepares PMP and amendatory PMP.	Number of prepared PMP & amendatory PMP.	January 2018	January 2018	Jan, Mar, May, June	Very Satisfactory	Very Satisfactory		
4	Records sales from Eco FARMI Demo Farm. FARMI demo farm products.	Daily recorded transaction from the sales of Eco FARMI demo farm products.	Daily	Daily	Daily	Very Satisfactory	Very Satisfactory		
5	Prepares monthly summary of production & sales report.	Number of prepared monthly summary of production & sales report.	Monthly	Monthly	Monthly	Very Satisfactory	Very Satisfactory		
6	Prepares financial report of each research and extension project and provide it to study leaders.	Number of prepared monthly financial report of each research and extension project.	Monthly	Monthly	Monthly	Very Satisfactory	Very Satisfactory		
7	Prepares Minutes of meeting	Number of prepared Minutes of meeting.	March 2018	March 2018	April 2018	Very Satisfactory	Very Satisfactory		

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

KOMEL B. ARMEGAN
Director, Eco-FARM

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

Name of Employee : ANTONIO Y. ABAYABAY
Performance Rating : _____

Aim: To develop the skills and knowledge required to perform effectively the function of an Administrative Aide IV staff

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 12, 2018 **Target Date:** 1st Quarter 2018

First Step:

Review duties and responsibilities of an Administrative Aide IV position

Seek training relative to Administrative work

Result:

Had develop strategies to improve performance services.

Date: May 18, 2018 **Target Date:** 2nd Quarter

Next Step:

Seek out strategies to improve customer service through trainings and seminars

Outcome:

Improved and effective customer services skills

Final Step/Recommendation:

Attend trainings related to his work that will help improved performance as Administrative Aide in the office.

Prepared by:

ROMEL B. ARMECIN
Immediate Supervisor

Conform:

ANTONIO ABAYABAY