



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.297
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.341
TOTAL NUMERICAL RATING			4.638

TOTAL NUMERICAL RATING:

4.64

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.64

ADJECTIVAL RATING:

Outstanding

Prepared by:

MICHAEL D. DAG-UMAN

Name of Staff

Reviewed by:

MAGDALENE C. UNAAN

Department/Office Head

Recommending Approval:

JANNET C. BENCURE

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHAEL D. DAG-UMAN**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period July to December, 2022.

MICHAEL D. DAG-UMAN

Ratee

MAGDALENE C. UNAAN

Department Head

JANNEY C. BENCURE

Dean, CET

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of hours devoted for assisting student related activities online	Preparation of documents needed	20	40	4	5	5	4.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI 7.	Number of office and laboratory equipment purchased	PR preparation	2	8	4	4	4	4.00	AVR 10, Computer Monitor 21.5" 24pcs, External Hard drive, Head set, Mouse Network Attached Storage etc.
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	Number of documents prepared and submitted	Preparation, encoding and submission	25	100	5	5	5	5.00	PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report
	Number of Incoming and Outgoing documents recorded & released	Recording	50	100	5	5	5	5.00	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	3	5	5	5	5.00	Data Privacy, PPMP and PR Preparation Orientation
	Messengerial for urgent documents	Urgent Document Processed	0	10	4	4	4	4.00	
	Number of hours devoted in the preparation for ISO 9001:2015 Certification.	Preparation of supporting documents	10	30	5	5	5	5.00	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
	Frontline Services								
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
MFO 2.	Additional Outputs/Best Practices								

Total Over-all Rating	37.67	
Average Rating	4.71	
Adjectival Rating	"O"	

Average Rating (Total Over-all rating divided by 6)	4.71
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:


MAGDALENE C. UNA JAN

Department Head

Date: Jan. 9, 2023

Comments & Recommendations for Development Purpose:

- Resourceful in solving assigned tasks that are unfamiliar.
- Needs to improve his system in document filing, for a more efficient document storage & retrieval.

Recommending Approval


JANNET C. BENCURE

Dean, CET

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MICHAEL D. DAG-UMAN

Position: ADMINISTRATIVE AIDE III-CLERK

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						

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		76				
Average Score		4.47				

Overall recommendation : Very Satisfactory. There is room for improvement.


MAGDALENE C. UNAJOAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MICHAEL D. DAG-UMAN

Performance Rating: Outstanding

Aim: Encourage him to attend seminar / workshop on document management and record controlling

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step:

Send him to training/seminar/training for document controlling and document management system

Result:

Improved filing system of DCST as well as more efficient document storage and retrieval

Date: July 2022

Target Date: December 2022

Next Step:

Attend seminar / training / workshop on document controlling and data management system

Outcome:

Schedule of the training/workshop/seminar preferably by Commission of the Civil Service

Final Step/Recommendation:

Present certificate of attendance of the said training/workshop/seminar

Prepared by:


MAGDALENE C. UNAJOAN
Department Head

Conforme:


MICHAEL D. DAG-UMAN
Clerk, DCST