

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Bonifacio E. Castillo

| Program Involvement<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3)   | Equivalent Numerical<br>Rating (2 x 3) |
|--|-------------------------|----------------------------|--|
| 1. Numerical Rating per IPCR   | 4.33                    | 70%                        | 3.03                                   |
| 2 Supervisory/Head's assessment of<br>his contribution towards attainment of<br>office accomplishments | 4.67                    | 30%                        | 1.40                                   |
|  |                         | TOTAL, NUMERICAL<br>RATING | <b>4.43</b>                            |

EQUIVALENT NUMERICAL RATING: 4.43

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.43ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:

Reviewed by:

  
**BONIFACIO E. CASTILLO**  
 Name of Administrative  
 Staff

  
**LIJUELA J. CUADRA**  
 Department Head

Approved by:

  
**EDGARDO E. TULIN**  
 President

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, BONIFACIO E. CASTILLO, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period January 1, 2016 to June 30, 2016.

  
**BONIFACIO E. CASTILLO**  
 Ratee

Approved: **LIJUERAJ J. CUADRA**  
 Head of Unit

| MFO & PAPs   | Success Indicators   | Tasks Assigned  | Targets                                       | Actual Accomplishment | Rating         |                |                |                | Remarks |
|--|--|---|---|-----------------------|----------------|----------------|----------------|----------------|---------|
|  |  |   |   |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>ADMINISTRATIVE SUPPORT SERVICES</b>                   |  |   |   |                       |                |                |                |                |         |
|  |  |   |   |                       |                |                |                |                |         |
| <b>Efficient and customer-friendly frontline service</b> | 0% complaint from client served  | Served clients  | 100% no complaint                             | 100% no complaint     | 5              | 4              | 4              | 4.33           |         |
| <b>Messengerial Services</b>                             | Number of documents delivered, facilitated and followed up within the day of receipt                 | Delivered, facilitated and followed up within the day of receipt      | 90%   | 100%                  | 4              | 4              | 4              | 4.0            |         |
| <b>Janitorial Services</b>                               | Number of offices, classrooms, comfort rooms, grounds cleaned, mowed and maintained its surroundings | Cleaned offices, classrooms, comfort rooms; cleaned and mowed grounds | 13 offices, 5 classrooms, 3 comfort rooms and |                       | 4              | 4              | 4              | 4.0            |         |

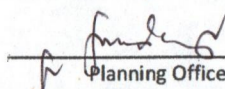


|                              |   |  |               |               |   |   |   |             |  |
|------------------------------|---|--|---------------|---------------|---|---|---|-------------|--|
|                              |   | and maintained its surroundings regularly                                | surroundings  |               |   |   |   |             |  |
| <b>Other Services</b>        | Number of risographed Field Study handbooks intended for enrolled students                | Risographed of FS handbooks ready at all times                           | 500 handbooks | 611 handbooks | 5 | 5 | 4 | 4.67        |  |
|                              | Percentage in risographing IMs, syllabus, course outlines, midterm and final examinations | Risographed IMs, syllabus, course outlines and examinations as requested | 90%           | 100%          | 5 | 5 | 4 | 4.67        |  |
| <b>Total Over-all Rating</b> |   |  |               |               |   |   |   | <b>4.33</b> |  |

|  |           |                          |
|--|-----------|--------------------------|
| <b>Average Rating (Total Over-all rating divided by 4)</b> |           | <b>4.33</b>              |
| <b>Additional Points:</b>                                  |           |                          |
| <b>Punctuality</b>   | <b>XX</b> |                          |
| <b>Approved Additional points (with copy of approval)</b>  | <b>XX</b> |                          |
| <b>FINAL RATING</b>  |           | <b>4.33</b>              |
| <b>ADJECTIVAL RATING</b>                                   |           | <b>VERY SATISFACTORY</b> |

**Comments & Recommendations for Development Purpose:**


Received by:

  
Planning Office

Date: \_\_\_\_\_

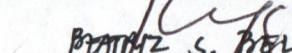
- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

Calibrated by:

  
**RANERJO A. PATINDOL**  
PMT


Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. DELONIAS**  
Vice President

Date: \_\_\_\_\_

Approved by:

  
**EDUARDO E. TILYN**  
President

Date: \_\_\_\_\_



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2016 – June 30, 2016

Name of Staff: Bonifacio E. Castillo Position: Administrative Aide I

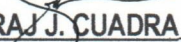
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

| 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  |   | 467   |   |   |   |  |
| B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )  |   | 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 : \_\_\_\_\_

  
LIJERAJ J. CUADRA  
 Name of Head