

Annex P

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

Name of Administrative Staff: **Baldos, Jesus Freddy M.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	x 70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	x 30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:



  
**SHEILA MARIE C. LEMOS**  
Name of Staff

  
**WOLFREDA T. ALESNA**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President 

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

I, JESUS FREDDY M. BALDOS, of the Information Office 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 to June 2016.

JESUS FREDDY M. BALDOS

Ratee

Approved:

WOLFRÉDA T. ALESNA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Actual Accomplishment	Rating				Remarks
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Written/Photo documentation of University activities	100% activities/ events documented and published	Documents university events/activities.	100% University activities/events documented	5	5	5	5	
	100% of university activities covered for news write ups	Covers and writes articles	66 university activities covered	5	5	5	5	
	100% archiving of pictures by month and year	100% pictures were archived by month and year Facilitated photograph processing	Archived 2,680 pictures	5	5	5	5	
Information services	Number of issues produced and distributed to units/clients in one day	Produces 25 issues per mid-year	25 issues produced as of June	5	4	3	4	As associate editor of the Obelisk
		Writes 50 articles	Wrote 66 articles	5	5	5	5	
		Edits 100 articles	Edited 114 articles as of June	4	5	5	4.67	
		Makes 25 issues of obelisk lay-out	Made 25 issues of obelisk lay-out as of June	5	5	5	5	
		Sends press releases thru email	18 articles were sent for press releases	4	5	5	4.67	

	<p><b>Number of clients served with 100% satisfaction</b></p> <p><b>100% of awards received by VSU, its faculty, staff and students are disseminated</b></p>	<p>Provides copies of Obelisk to colleges, departments, institutes, centers, units and other SUCs and government agencies</p> <p>Disseminates information about awards received by VSU faculty, staff and students</p>	<p><b>300</b> clients served within VSU per issue <b>100</b> clients served outside VSU per issue</p> <p><b>100% disseminated</b></p>	5	4	3	4	
				5	5	5	5	
<b>OTHERS</b>	<p>Provides tour guide services</p> <p>Choir Director/ Conductor</p> <p>Message/Speech Preparation</p> <p>Lay-outing</p> <p>Facilitate printing of VSU Obelisk</p> <p>Preparation of Advertisements for Publication</p>		<p>Guided 100 visitors on educational tour with no complaint</p> <p>Entertained guests in 5 events</p> <p>Wrote 3 messages and speeches</p> <p>Did the lay-outing of Obelisk</p> <p>VSU Obelisk printing facilitated</p> <p>Advertisements for local dailies/ newspapers</p>	5	5	5	5	<p>As requested by the VSU President</p> <p>In the meantime that the office does not have a graphic artist</p> <p>As requested by the VSU President</p>
				5	5	5	5	
				5	5	5	5	
				5	5	5	5	
				5	4	3	4	
				5	4	3	4	
				3	3	3	3	
<b>Total Over-all Rating</b>	N=16						73.34	

Average Rating (Total Over-all rating divided by 4)		4.58
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.58
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for  
Development Purpose:

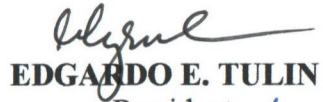

Received by:

Calibrated by:

Approved by:

  
**REDEMPTA L. SORIA**  
Planning Office

  
**REMBERTO A. PATINDOL**  
PMT

  
**EDGARDO E. TULIN**  
President 

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

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

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016

Name of Staff: Baldos, Jesus Freddy M. Position: Administrative Officer V

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	4	3	2	1
	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	<u>5</u>	4	3	2	1
.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12	Willing to be trained and developed	<u>5</u>	4	3	2	1

Total Score	59				
<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	<u>5</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	<u>4</u>	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	<u>5</u>	4	3	2	1
Total Score	22				
<b>Average Score</b>	4.76				

Overall recommendation : \_\_\_\_\_



**WOLFREDA T. ALESNA**

Name of Head