

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. Wenifredo T. Soriano

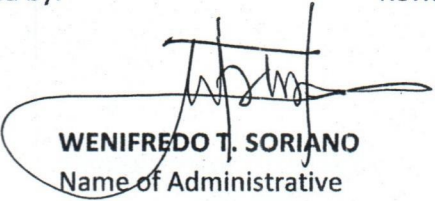
Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.89	70% φ	3.42
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
		TOTAL, NUMERICAL RATING	4.75

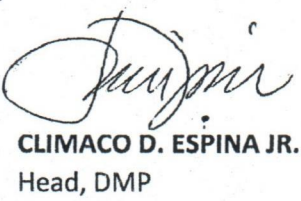
EQUIVALENT NUMERICAL RATING: 4.75
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: Outstanding

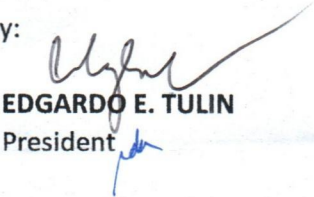
Prepared by:

Reviewed by:


WENIFREDO T. SORIANO
Name of Administrative


CLIMACO D. ESPINA JR.
Head, DMP

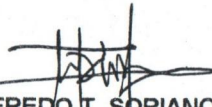
Approved by:



EDGARDO E. TULIN
President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Wenifredo T. Soriano**, of the Department of Mathematics and Physics, **College of Arts & Sciences** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2016 to December 31, 2016**


WENIFREDO T. SORIANO
Administrative Aide III
Date: December 6, 2016


CLIMACO D. ESPINA JR.
Head, DMP
Date: December 6, 2016

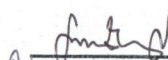
MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2016	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Support to Operations										
		PI.1. Number of apparatus facilitate and inventory	Instruction Services	Facilitated and inventory of apparatus	95%	100%	5	5	4	4.667	Weekly
		PI.2. Number of apparatus regular maintenance of minor trouble shooting	Instruction Services	Maintained regular minor trouble shooting	95%	100%	5	5	4	4.667	
		PI.3. Number of laboratory classes assist	Instruction Services	Assisted laboratory classes	95%	100%	5	5	5	5	Scheduled of laboratory class within the day
		PI.4 Number of borrowers slip issuance	Instruction Services	Issuances of borrowers slip prepared	95%	100%	5	5	5	5	Students performing their laboratory works experment within the day
		PI.5 Number of laboratory apparatus issuance to students	Instruction Services	Issued and received laboratory apparatus to/from students	95%	100%	5	5	5	5	All laboratory apparatus needed by the students in the laboratory class schedule
		PI.6 Number of instructors in the conduct of exams	Instruction Services	Assisted instructors in conduct exams	95%	100%	5	5	4	4.667	Upon request

		PI.7 Number of rooms maintained	Administrative Services	Maintained cleanliness in Room EB 205 and EB 206	95%	100%	5	5	5	5	Everyday
		PI 8. Number of consolidated exercises/manuals	Administrative Services	Consolidate exercises/manuals	500 documents	1000 documents	5	5	5	5	Every semesters
MFO 6:	General Administration and Support Services										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General services	Customer assistance	0% complaint	0% complaint	5	5	5	5	
	Total Over-all Rating									44.00	
	Average Rating									4.89	
	Adjectival Rating									0	

Average		4.89
FINAL		4.89
ADJECTI		Outstanding

Comments & Recommendations for Development Purpose:

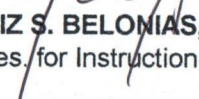
Received by:


 Planning Office
 Date: _____

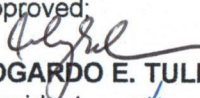
Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT
 Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 – December 31, 2016

Name of Staff: Wenifredo T. Soriano Position: Administrative Aide III


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						
Average Score						

Overall recommendation : _____


OLIMACO D. ESPINA JR.
Name of Head