

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Reynaldo V. Dosdos**
January – June 2017

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.82	X70%	3.37
2.Supervisor/ Head's assessment of his contribution towards attainment of office accomplishments	4.75	X30%	1.43
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: **4.80**

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MARCO J. CABRAS
Utility messenger


Reviewed by:


LEGARIO B. RAMOS
Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:

for:  *010
22 Nov 17*
EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017Name of Staff: Reynaldo V. Dosdos Position: Admin Aide VI

Instruction to super visor: 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. Suggest 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 criticism 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		57				
AVERAGE SCORE		4.75				

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 : _____


LEGARIO B. RAMOS
Name of Head

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

EXHIBIT B

I, Reyneldo V. Dosdos, commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2017.

REYNALDO V. DOSDOS

Approved: LEGARIO B. RAMOS

Dept. Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Repair of IT Equipments	Number of Repaired and maintained IT Equipment	IT Equipment troubleshooting based on job request	30	37	5	5	5	5	
		Cleaning of unit							
		Scan for virus							
		backup files							
		Hardware installation							
		Software installation							
		update antivirus							
		restore files to main drive							
	Number of Electronic Printer Repaired	Create Continues Ink System(CIS)	3	5	5	4	4.67		
		Troubleshooting /Repair/Testing	10	5	5	4	4.67		
Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair	10	14	5	5	5	5	5.00	
	Troubleshooting /Repair/Testing								

	Number of AVR Repair	General cleaning and checkup for repair Troubleshooting /Repair/Testing	3	4	5	5	4	4.67	
	Number of UPS Repaired	General cleaning and checkup for repair Troubleshooting /Repair/Testing	5	5	5	5	5	5.00	
	Number of Research data recovered and	Ensures 100% data recovery	20	25	5	5	4	4.67	
	Number of Advising/Assisting	Advices clientele regarding minor computer trouble by phone	5	5	5	5	4	4.67	
	Make monthly report	Make a list of units restored for billing purposes	10	15	5	5	5	5	
Total Over-all Rating									4.82
Average Rating (Total Over-all rating divided by 4)									
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Calibrated by:

REMBERTO A. PATINDOL

PMT Chair

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

Approved by:

EDGARDO E. TULIN

President

Date:

Date:

Date:

Date:

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average

TARGET

REYNALDO V. DOS DOS

Approved: LEGARIO B. RAMOS

Dept. Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Repair of IT Equipments	Number of Repaired and maintained IT Equipment	IT Equipment troubleshooting based on job request	30						
		Cleaning of unit							
		Scan for virus							
		backup files							
		Hardware installation							
		Software installation							
		update antivirus							
		restore files to main drive							
	Number of Electronic Printer Repaired	Create Continues Ink System(CIS)	3						
		Troubleshooting /Repair/Testing	10						
Number of Desktop Monitor/LCD Repaired	General cleaning and checkup for repair	10							
	Troubleshooting /Repair/Testing								

	Number of AVR Repair	General cleaning and checkup for repair Troubleshooting /Repair/Testing	3						
	Number of UPS Repaired	General cleaning and checkup for repair Troubleshooting /Repair/Testing	5						
	Number of Research data recovered and	Ensures 100% data recovery	20						
	Number of Advising/Assisting	Advices clientele regarding minor computer trouble by phone	5						
	Make monthly report	Make a list of units restored for billing purposes	10						

Total Over-all Rating
Average Rating (Total Over-all rating divided by 4)
Additional Points:

Punctuality
Approved Additional points (with copy of approval)

FINAL RATING
ADJECTIVAL RATING

Received by: 
TERESITA L. QUIÑANOLA
PRPEO

Calibrated by: 
REMBERTO A. PATINDOL
PMT Chair

Recommending Approval: 
REMBERTO A. PATINDOL
VP for Admin. & Finance

Approved by: 
EDGARDO E. TULIN
President

Date:

Date:

Date:

Date:

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