

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Anelito C. Pernito**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.43	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.38
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: 4.48

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ANELITO C. PERNITO
Admin. Aide III

Reviewed by:

ZYRA MAY H. CENTINO
Head, DoEcon

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANELITO C. PERNITO**, of the Department of Economics 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-Dec. 2022.

ANELITO C. PERNITO

Ratee

Approved:

MARIA HAZEL I. BELLEZAS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of documents forwarded/retrieved for processing and follow-up	Messengerial work	110	80	4	4	4	4.00	
	Number of times building/windows opened & closed	Opened and closed the office	Every working days	everyday	5	5	5	5.00	
	No. of hours faculty offices, CRs, conference room, hallways and surroundings cleaned	Maintains the cleanliness	400	200	5	5	5	5.00	
	Area of lawn maintained (sq.m. approx.)	Maintenance of surroundings	200	100	5	5	5	5.00	
	No. of documents photocopied/mimeographed	Photocopying/mimeographing/printing services	110	40	4	4	4	4.00	
	Number of ornamental plants/propagated	Planted and propagated	40	20	4	4	4	4.00	
	Other Outputs implementing the new normal	Disinfect offices & CRs	Every day	daily	4	4	4	4.00	
Total Overall Rating								31.00	
Average Rating								4.43	
Adjectival Rating								VS	

Comments & Recommendations for Development Purpose:

Attend seminar/training related to empowerment

Evaluated & Rated by:

ZYRA MAY H. CENTINO

Department Head

Date: _____

Recommending Approval

MOISES NEIL V. SERIÑO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June 2023

Name of Staff: Anelito C. Pernito

Position: Admin. 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	55				
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	:				


ZYRA MAY H. CENTINO
 Head, DoEcon

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANELITO C. PERNITO
Performance Rating : Very Satisfactory

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DOE surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: Jan. 2023

Target Date: June 2023

First Step:

Monitor Mr. Pernito's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DOE cleanliness were maintained.

Date: April 2023

Target Date: June 2023

Next Step:

One-on-one meeting with Mr. Pernito.

Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DOE surroundings has improved.


Final Step/Recommendation:

Required Mr. Pernito to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:


ZYRA MAY H. CENTINO
Unit Head

Conforme:


ANELITO C. PERNITO
Ratee