



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period: January – June 2021

Name of Administrative Staff:

ALFREDO D. FLORENDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.916	30%	1.17
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING:

4.53

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.53

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:



ALFREDO D. FLORENDO, JR
Name of Staff


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ALFREDO D. FLORENDO**, of the **Office of the Vice President for Academic Affairs** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2021.

ALFREDO D. FLORENDO

Admin Aide III

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. GASS									
OVPI MFO 1. Administrative and Facilitative Services									
	Messengerial Services	Delivered documents to different offices acted by VPAA	120	900	5	5	5	5.00	
	Janitorial Services	Cleaned offices before and after office hours	3	3	4	5	5	4.67	
		Cleaned the surroundings of the administration building everyday and the campus when needed	132 days	136	5	5	5	5.00	
		Maintained the plants and beautification of the office	10	12	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	Minor complaints	4	5	4	4.33	
Total Over-all Rating								24.00	
Average Rating								4.80	

Average Rating (Total Over-all rating divided by 4)			Comments and Recommendations for Development Purpose: <i>Should submit DTRs on time.</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.80	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated and Rated by:

BEATRIZ S. BELONIAS, Ph.D.

Unit Head

Approved by:

BEATRIZ S. BELONIAS, Ph.D.

Vice President for Academic Affairs

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: ALFREDO D. FLORENDO 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		47/12 = 3.916				

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 : _____


BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: OVPI


Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: ALFREDO D. FLORENDO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring				One-on-one monitoring as needed	
Coaching				One-on-one coaching as needed	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO D. FLORENDO
Performance Rating: January – June 2021

Aim: To efficiently and consistently deliver the needed services to clienteles with outmost satisfaction.

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: January – June 2021

First Step:

Identify the problems or complaints encountered in performing the assigned tasks

Result:

Discuss with the staff and make suggestions/proposal to solve the problems and/or eliminate the complaints.

Date: January 2021 Target Date: January – June 2021

Next Step:

Improvement on the delivery of services to clienteles in the day to day transactions in the office.


Final Step/Recommendation:

Encourage and motivate staff to become proactive in the performance of his job.

Prepared by:

Conforme:


ALFREDO D. FLORENDO
Admin. Aide II


BEATRIZ S. BELONIAS
Unit Head