

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Charlito V. Rabanos

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR   | 4.23                    | 70%                      | 2.96                                    |
| 2. Supervisor/Head's assessment of his<br>contribution towards attainment of<br>office accomplishments | 4.75                    | 30%                      | 1.42                                    |
|  |                         |                          |   |
| TOTAL NUMERICAL RATING   |                         |                          | 4.38                                    |


TOTAL NUMERICAL RATING: 4.38  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
EDITHA B. DARGANTES  
Name of Staff

Reviewed by:

  
MARLON G. BURLAS  
Department/Office Head

Approved:

  
REMBERTO A. RATINDOL  
VP FOR ADMIN & FINANCE

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Charlito V. Rabanos, of the HELV MU/GSD 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, 2018

C. Rabanos  
CHARLITO V. RABANOS  
ADM. AIDE IV

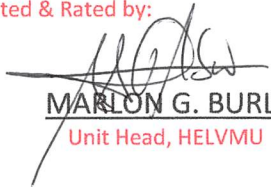
Approved: MARLON G. BURLAS  
Head, HELVMU

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|   |  |                   |
|---|--|-------------------|
| Average Rating (Total Over-all rating divided by 4) |  | 4.23              |
| Additional Points:                                  |  |                   |
| Approved Additional points (with copy of approval)  |  |                   |
| FINAL RATING  |  |                   |
| ADJECTIVAL RATING                                   |  | Very Satisfactory |

**Comments & Recommendations for Development Purpose:**  
 \* training on Basic Occupational Safety and Health (BOSH)  
 & Defensive driving and Road Safety Seminar.

Evaluated & Rated by:

  
MARLON G. BURLAS  
 Unit Head, HELVMU

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

Recommending Approval:

  
MARIO LILIO P. VALENZONA  
 Director, GSD

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

Approved by:

  
REMBERTO A. PATINDOL  
 Vice President for Admin. & Finance

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Charlito V. Rabanos

Position: Adm. Aide IV


**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  |     | √ 7   |   |   |   |  |
| 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 : \_\_\_\_\_

  
**MARLON G. BURLAS**  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Charlito V. Rabanos  
Performance Rating: January – June 2018

Aim: Awareness on Safety & Health

Proposed Interventions to Improve Performance:

Date: January 17, 2018 Target Date: April 3, 2018

First Step:  
Orientation on safe and unsafe condition

Result:  
Safe driving and awareness


Date: April 18, 2018 Target Date: June 29, 2018

Next Step:  
Materials handling and storage

Outcome: Orderliness at respective vehicles

Final Step/Recommendation:  
Awareness on safety and tidiness of vehicles

Prepared by:   
MARLON G. BURLAS  
Unit Head

CONFORME!  
  
CHARLITO V. RABANOS  
ADM. AIDE IV