

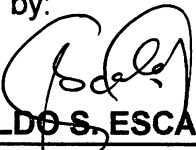
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: **LEOPOLDO S. ESCALA JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.81	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.82


TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LEOPOLDO S. ESCALA JR.
Name of Staff

Reviewed by:

ALICIA M. FLORES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

COMPUTATION OF FINAL NUMERICAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LEONOLDO S. ESCALA JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IFOP	4.81	33.0	3.37
2. Supervisor's assessment of his contribution towards attainment of office accomplishments	4.83	66.0	4.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82
Add Additional Approved Points (if any):
TOTAL NUMERICAL RATING:

ADJUSTED RATING:

OUTSTANDING

Reviewed by:

Prepared by:

LEONOLDO S. ESCALA JR.
Supervising Office Head

LEONOLDO S. ESCALA JR.
Name of Staff

Recommending Approval:

MEMBER TO A COMMITTEE
Vice President for Admin. & Finance

MEMBER TO A COMMITTEE
Vice President for Admin. & Finance

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Leopoldo S. Escala Jr.**, of the Property Management Office 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**.

LEOPOLDO S. ESCALA JR.

Ratee

ALICIA M. FLORES

Head, SPPMO

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June 2018		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services									
OVPAF MFO 7: Property Management									
SPPMO MFO1: Administrative and Support Services									
PI 1: Efficient and customer friendly Services	A.1: Frontline services	T 1: Serves and attends to cleints requests and inquiries	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
PMO MFO 7.3 Distribution Management									
PI 3: Preparation, approval and distribution of RE/ICS	A.1 : Number of ARE/ICS prepared	T 1: Prepares Acknowledgement Receipt of Property and Inventory Custodian Slip	500	641	5	5	4	4.67	
	A.2: Number of Lists of end-users of ARE/ICS for distribution and retrieval prepared and printed	T 2: Prepares lists of end-users of ARE/ICS for distribution and facilitate the retrieval of all distributed documents	400	450	5	5	4	4.67	
	A.3: Number of retrieved ARE/ICS segregated and filed in the employees individual folder	T 3: Segregates and files the approved ARE/ICS to the individual folder.	400	450	5	5	4	4.67	

PMO MFO 7.4 Inventory Management									
PI 1: Property documents preparation, processing and monitoring	A.1: Number of Property Cards monitored and updated	T 1: Monitors and updates Property card	150	178	5	5	4	4.67	
	A.2: Number of ARE/ICS filed and monitored	T 2: Files and monitors ARE/ICS	500	641	5	5	5	5.00	
PI 8: Inspection and disposal of working animals	A.1: No. of hours performed in witnessing the Inspection /disposal of the sale/death of animals 15 mins. after receipt of request	T 1: Conducts inspection of disposal on sale or death of animals owned by the university	5	8	5	5	5	5.00	
Total Over-all Rating								33.67	

Average Rating (Total Over-all rating divided by 7)

4.81

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

XX


XX

FINAL RATING

ADJECTIVAL RATING

Comments & Recommendations for Development Purposes: Recommended to attend the following Seminar/Training:
1.) Disposal of Government Properties
2.) Warehousing and Storage Management

Evaluated and Rated by:



Alicia M. Flores

Head, SPPMO

Date: _____

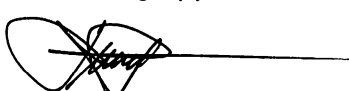
1 - quality

2 - efficiency

3 - timeliness

4 - Average

Recommending Approval:

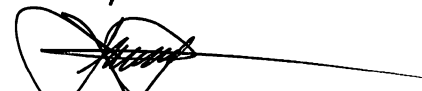


Remberto A. Patindol

VP for Admin and Finance

Date: _____

Approved by:



Remberto A. Patindol

VP for Admin and Finance

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018**

Name of Staff: **LEOPOLDO ESCALA JR.** 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	18				
Average Score	4.83				


Overall recommendation : _____



ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LEOPOLDO S. ESCALA JR.**

Signature: 

Performance Rating: **January to June 2018**

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2018**

First Step:

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) Transformational Leadership in a Changing Environment to be conducted by POAP**
- 2.) Supply and Property Management System to be conducted by COA**

Result:

- The Administrative Scholarship Committee disapproved the recommendation to attend the trainings to be conducted by POAP.**
- Not able to attend the recommended seminar to be conducted by COA due to conflict of time.**

Date: _____ Target Date: _____

Next Step:


Outcome: • Not able to attend the recommended seminar to be conducted by COA due to conflict of time.

Final Step/Recommendation:

Recommended to on the following:

- 1. Seminar on the implementation on the use of Government Accounting Manual (GAM).**
- 2. Disposal of Government Property and Warehousing and storage management.**

Conforme:


LEOPOLDO S. ESCALA JR.
Ratee


ALICIA M. FLORES
Unit Head