



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **NORJITO B. QUIMCO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.89	70%	3.42
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.90

FINAL NUMERICAL RATING

4.90

ADJECTIVAL RATING:

Outstanding

Prepared by:

**NORJITO B. QUIMCO**

Name of Staff

Reviewed by:

**ALLEN GLENNIE P. LAMBERT**

Department/Office Head

Recommending Approval:

**ALLEN GLENNIE P. LAMBERT**

Executive Asst.

Approved:

**EDGARDO E. TULIN**

President

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **NORJITO B. QUIMCO**, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan-~~December~~ <sup>June</sup> 2023.

**NORJITO B. QUIMCO**

Ratee

APPROVED:

**ALLEN GLENNIE P. LAMBERT**

Head of Office

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec 2023)	Accomplish ment	Rating				Remarks
						Jan-Jun 2023	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	4	4.67	
			Safe and timely driving services and well-maintained vehicle	Clean and maintain assigned vehicle for road worthiness	100%	100%	5	5	5	5.00	
			Total Over-all Rating								4.89

Average Rating (Total Over-all-rating divided by 3)	
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
<b>FINAL RATING</b>	<b>4.89</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

<b>Comments and Recommendations for Development</b>
<b>Purpose:</b> To attend capacity development trainings related to the position

Evaluated and Rated:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

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

1- Quality

2- Efficiency

3-Timeliness

4-Average

Recommending Approval:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

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

Approved by:

  
**EDGARDO E. TULIN**  
President

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan-June 2023**

Name of Staff: **Norjito Quimco**

Position: **Administrative 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						



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		59/12				
Average Score		4.92				

Overall recommendation : Outstanding

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Norjito B. Quimco Signature:  Date: \_\_\_\_\_

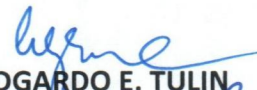
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				

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

Conducted by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Immediate Supervisor

Verified by:

  
**EDGARDO E. TULIN**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Norjito B. Quimco**

Performance Rating: **Outstanding**

Aim: Improve transport maintenance and provision of services.

Proposed Interventions to Improve Performance:

Date: Jan 2023

Target Date: June 2023

First Step: Visit transport and HELVMU offices at VSU to interact, observe and learn best practices in transport maintenance.

Result: Identify, apply and evaluate applicability of vehicle maintenance best practices.

Date: July 2023

Target Date: Dec 2023

Next Step: Benchmarking of other universities/institutions to observe, interact and learn best practices in transport maintenance and provision services.

Outcome: Identify, apply and evaluate best practices in transport maintenance and provision services.

Final Step/Recommendation:

Consolidate and apply proven best practices in vehicle maintenance and transport provision services.

Prepared by:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

Conforme:

  
**NORJITO B. QUIMCO**  
Ratee