

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2016)

Name of Administrative Staff: **FILADELFO L. LLANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70 %	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.09	30 %	1.227
TOTAL NUMERICAL RATING			4.447


TOTAL NUMERICAL RATING: **4.447**


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.447**ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:



Filadelfo L. Llano
 Name of Staff


Manolo B. Loreto, Jr.
 Office Head

Recommending Approval:


 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FILADELFO S. LLANO**, of the **University Student Services Office (USSO)** commit 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, 2016**


FILADELFO S. LLANO
Ratee

Approved: 
MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating					Remarks
Efficient and customer-friendly frontline service	Zero complaint from clients unattended	Administrative staff	No complaint unattended	0	5	5	5	5		
	Number of offices cleaned and maintained	Cleaned offices and comfort rooms (male and female)	25	25	4	4	5	4.333		
	Number of equipment, water connections, and appliances monitored and checked daily	Checked & monitored power & water connections (lights & office equipment) before the start and the end of the day	23	23	4	4	5	4.333		
	Number of documents delivered within specified time	Delivered documents within specified time	800	915	5	5	5	5		
Janitorial Services	Number of USSO documents and forms photocopied, mimeographed and/or risographed	Photocopied, mimeographed and/or risographed USSO forms and documents	15,000	16,000	5	4	4	4.333		
	Total Over-all Rating							23		
Average Rating (Total Over-all rating divided by 4)			4.60	5 Comments & Recommendations for Development Purpose:						
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.60							
ADJECTIVAL RATING			Outstanding							


Received by: 
Planning Officer

Calibrated by: 
PMT

Date: _____

Date: _____

Date: _____

Recommending Approval: 
Vice-President

Approved by: 
EDGARDO E. TULIN
President

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016Name of Staff: Filadelfo LlanoPosition: Admin. Aide II

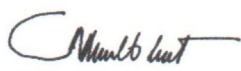
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	45				
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	4.09				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head