



**Annex P**

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

Name of Administrative Staff: NORBERTO M. MANAGBANAG

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 3. Numerical Rating per IPCR  | 4.88                       | 70%                      | 3.42                                    |
| 4. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 5.0                        | 30%                      | 1.50                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.92</b>                             |

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

NORBERTO M. MANAGBANAG  
Name of Staff

Reviewed by:

MARK RYAN R. TRIPOL  
Department/Office Head

Recommending Approval:

GLENN G. PAJARES

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NORBERTO M. MANAGBANAG**, a Administrative Aide I of the **DEPARTMENT OF PURE AND APPLIED CHEMISTRY** commit to the deliver and agree to be rated on the following accomplishments in with the indicated measures for the period **January - June 2024**.

  
**NORBERTO M. MANAGBANAG**  
 Administrative Aide I  
 Date: 7/1/2024

Approved:  
  
**MARK RYAN R. TRIPOLE**  
 Head, DoPAC  
 Date: 7/2/2024

  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: 7/4/2024

| MFO No.   | Description of MFO's/PAPs                                 | Success/ Performance Indicators (PI)                               | Tasks Assigned  | Target (Jan. - Dec) | Actual Accomplishment | Rating  |            |            |         | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---|---|--|---|---------------------|-----------------------|---------|------------|------------|---------|---|
|   |   |  |   |                     |                       | Quality | Efficiency | Timeliness | Average |   |
| UMFO 5. SUPPORT TO OPERATIONS                       |   |  |   |                     |                       |         |            |            |         |   |
| UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES |   |  |   |                     |                       |         |            |            |         |   |
|   | PI 1: Number of departments/institutes/offices supervised | A 65. Number of departments/institutes/offices supervised          | Acts as head of office  |                     |                       |         |            |            |         |   |
|   | PI 2: Number of management meetings conducted             | A 66. Number of management meetings conducted                      | Presides departmental meetings  |                     |                       |         |            |            |         |   |
|   | PI 3: Number of committee meetings conducted              | A 67. Number of committee meetings conducted/attended/ facilitated | Committee member  |                     |                       |         |            |            |         |   |
|   | PI 4: Number of routinary documents acted                 | A 68. Number of routinary documents acted                          | Facilitate the processing of documents as the messenger of the department | 16                  | 60                    |         |            |            |         | Facilitated the procesing of documents  |
|   | PI 5: Number of requests acted                            | A 69. Number of requests acted                                     | Approves requests   |                     |                       |         |            |            |         |   |




| MFO No. | Description of MFO's/PAPs   | Success/ Performance Indicators (PI)   | Tasks Assigned   | Target (Jan. - Dec) | Actual Accomplishment | Rating  |            |            |         | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---------|---|--|--|---------------------|-----------------------|---------|------------|------------|---------|---|
|         |   |  |  |                     |                       | Quality | Efficiency | Timeliness | Average |   |
|         | <b>PI 6:</b> Number of memoranda prepared   | <b>A 70.</b> Number of memoranda prepared  | Issues memoranda   |                     |                       |         |            |            |         |   |
|         | <b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline  | <b>A 71.</b> Number of IFWs submitted to OVPAA before deadline   | Forwards and follow-up submission and approval of IFW  | 50%                 | 25%                   | 5       | 5          | 4          | 4.67    | 2nd Sem 2023-2024 IFW   |
|         | <b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes | <b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes  | Forwards and follow-up submission of ATL 30 days after start of classes  | 100%                | 50%                   | 5       | 5          | 4          | 4.67    | 2nd Sem 2023-2024 ATL   |
|         | <b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month                         | <b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month                          | Submits DTR within 20 days after the last day of the month   | 10%                 | 100%                  | 5       | 5          | 5          | 5.00    | Submitted DTR within 20 days  |
|         | <b>PI 10:</b> Percentage of complaints, if any, addressed on time   | <b>A 74.</b> Percentage of complaints, if any, addressed on time   | Addresses complaints on time (if any)  |                     |                       |         |            |            |         |   |
|         | <b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled                                 | <b>A 75.</b> Percentage of action plans implemented and monitored as scheduled                                   | Implements and monitors action plans as scheduled  |                     | 1                     | 5       | 5          | 5          | 5.00    | Served as Public Assistance Desk Officer as a corrective action   |
|         | <b>PI 12:</b> Percentage of monthly accomplishment report submitted   | <b>A 76.</b> Percentage of monthly accomplishment report submitted   | Submits monthly accomplishment report  |                     |                       |         |            |            |         |   |
|         | <b>PI 13:</b> Number of classroom and lab rooms constructed and renovated                                       | <b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation | Follow-up requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation | 3                   | 6                     | 5       | 5          | 4          | 4.67    | Followed-up an at least 6 requests  |
|         | <b>PI 14:</b> Percentage budget utilization (GAA)   | <b>A 78.</b> Percentage budget utilization (GAA)   |  |                     |                       |         |            |            |         |   |

| MFO No. | Description of MFO's/PAPs                          | Success/ Performance Indicators (PI)  | Tasks Assigned   | Target (Jan. - Dec) | Actual Accomplishment | Rating  |            |            |         | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|---------|--|---|--|---------------------|-----------------------|---------|------------|------------|---------|---|
|         |  |   |  |                     |                       | Quality | Efficiency | Timeliness | Average |   |
|         | <u>PI 15</u> : Percentage budget utilization (STF) | <u>A 79</u> . Percentage budget utilization (STF)   |  |                     |                       |         |            |            |         |   |
|         | <u>PI 17</u> : Additional Outputs                  | <u>A 80</u> . Number of meetings attended   | Attends meetings (departmental/institutional)  | 3                   | 3                     | 5       | 5          | 5          | 5.00    |   |
|         |  | <u>A 81</u> . Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | Initiates/introduces improvements in performing functions resulting to best practice |                     |                       |         |            |            |         |   |
|         |  | <u>A 82</u> . Area (sqm) maintained.  | Maintain the cleanliness of the surroundings   |                     | 500 sq.m.             | 5       | 5          | 5          | 5.00    | Road going to DoPAC, Lawn in front of DoPAC, Alley ways, Stairs   |
|         |  | <u>A 83</u> . Number of comfort rooms maintained  | Maintain the cleanliness of comfort rooms  |                     | 7                     | 5       | 5          | 5          | 5.00    |   |
|         |  |   |  |                     |                       |         |            |            |         |   |
|         | <b>Total Over-all Rating</b>                       |   |  |                     |                       |         |            |            | 39.00   |   |


|  |  |             |
|--|--|-------------|
| Average Rating                                     |  | 4.88        |
| Additional Points:                                 |  |             |
| Approved Additional points (with copy of approval) |  |             |
| <b>FINAL RATING</b>                                |  | <b>4.88</b> |
| <b>ADJECTIVAL RATING</b>                           |  | Outstanding |

|   |
|---|
| <b>Comments &amp; Recommendations for Development Purposes</b><br><i>Continue to deliver high quality of work for the department.</i><br><i>Reliable and always performs.</i> |
|---|

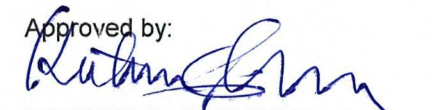
Evaluated & Rated by:

  
**MARK RYAN R. TRIPOLE**  
 Head, DoPAC  
 Date: 7/2/2024

Recommending Approval:

  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: 7/4/2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: 7/25/2024



# PERFORMANCE MONITORING & COACHING JOURNAL

|   |     |                                 |
|---|-----|---------------------------------|
| / | 1st | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| / | 2nd |                                 |
|   | 3rd |                                 |
|   | 4th |                                 |

Name of Employee: NORBERTO M. MANAGBANAG

Head of Office: MARK RYAN R. TRIPOLE

Number of Personnel: 1

| Activity Monitoring | MECHANISM  |       |      |                       | Remarks       |
|---------------------|--|-------|------|-----------------------|---------------|
|                     | Meeting  |       | Memo | Others (Pls. specify) |               |
|                     | One-on-One   | Group |      |                       |               |
| Monitoring          | Ensure that front desk is manned and that customer service forms are filled out by clients prior to leaving, attendance to relevant seminars/workshops, ensure that the offices, classrooms, and surrounding areas are clean, documents that need to be bought to other units get to where they need to be |       |      |                       | January, 2024 |
| Coaching            | Reorientation on the different required academic-related documents and the offices where these should be submitted   |       |      |                       |               |

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

Conducted by:

Noted:

MARK RYAN R. TRIPOLE  
Immediate Supervisor

GLENN G. PAJARES  
Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

[illegible]



|  |   |                                   |                 |   |   |   |   |   |   |   |
|--|---|-----------------------------------|-----------------|---|---|---|---|---|---|---|
| PI 16: Percentage of course offered with final grades submitted within the allowable period              | Teaching                                | Dept. Head & Faculty              | Jan-June, 2024  | x | x | x | x | x | x | 104/106 grade sheets submitted within allowable period (second semester AY 2023)                          |
| PI 17: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES) | Teaching                                | Dept. Head & Faculty              | Jan-June, 2024  | x | x | x | x | x | x | As of first semester AY 2023: 60% Outstanding, 35% VS; 5% S   |
| PI 18: Percentage of faculty rated at least VS by Supervisor   | Teaching                                | Dept. Head & Faculty              | Jan-June, 2024  | x | x | x | x | x | x | Ratings for 1st and 2nd Semester (100% OS for regular faculty)  |
| PI 19: Additional Outputs  |   |                                   |                 |   |   |   |   |   |   |   |
| Number of student organizations advised/assisted*  | Organization Advising                   | Dept. Head & Organization Adviser | Jan-June, 2024  | x | x | x | x | x | x | VSU Chemical Society, ViHOS, Viscan Eruditos  |
| Percentage of graduates (2 years prior) that are employed*   | Teaching                                | Dept. Head & Faculty              | Continuing task |   |   |   |   |   |   | At least 10 BS Chem graduates are employed  |
| <b>MFO 3 Research Services</b>   |   |                                   |                 |   |   |   |   |   |   |   |
| PI 2: Number of research outputs completed   | Conducting research                     | Dept. Head & Faculty              | Jan-June, 2024  | x | x | x | x | x | x | Physicochemical Characterization of the Major River Systems in Leyte (Palhi River AY 2023), LNF - PHASE 2 |
| PI 8: Amount of research money obtained from internal sources  | Conducting research                     | Faculty Researchers               | Continuing task |   |   | x |   |   |   | P60,000 for MRS Project   |
| <b>MFO 4 Extension Services</b>  |   |                                   |                 |   |   |   |   |   |   |   |
| PI 5: Number of expert services rendered:  | Conducting trainings, consultancy, etc. | Dept. Head & Faculty              | Continuing task |   | x |   | x |   | x | MRRT (1) - Chemical Waste Management Resource Speaker, DWWT (1) - consultancy                             |

[illegible]



|  |                     |                               |                 |   |   |   |   |   |   |   |
|--|---------------------|-------------------------------|-----------------|---|---|---|---|---|---|---|
|  |                     |                               |                 |   |   |   |   |   |   | with ITEEM, FMS (1) - consultancy with DOST   |
| <b>MFO 5 Support to Operations</b>   |                     |                               |                 |   |   |   |   |   |   |   |
| OVPI MFO 1. Faculty Development Services   |                     |                               |                 |   |   |   |   |   |   |   |
| PI 1: Number of faculty pursuing advanced research degrees                         | Faculty development | Dept. Head & Faculty          | Continuing task |   |   |   |   |   |   | For compliance in second half   |
| PI 7: Number of faculty sent to trainings, seminars and conferences                | Faculty development | Dept. Head & Faculty          | Continuing task |   |   |   |   |   |   | MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)  |
| OVPI MFO 2. Faculty Recruitment/Hiring Services                                    |                     |                               |                 |   |   |   |   |   |   |   |
| PI 8: Number of new faculty hired with at least Master's degree                    | Faculty development | Dept. Head & DPC              |                 |   |   |   |   |   |   | For compliance in second half   |
| OVPI MFO 3. Registration Services  |                     |                               |                 |   |   |   |   |   |   |   |
| PI 9: Percentage of students enrolled and validated within the registration period | Student enrollment  | Dept. Head & Academic Adviser | Jan-June, 2024  | x | x | x | x | x | x | BS Chemistry 1st Year to 4th Year   |
| PI 10: Number of students advised during the registration period                   | Student enrollment  | Dept. Head & Academic Adviser | Jan-June, 2024  | x | x | x | x | x | x | BS Chemistry 1st Year to 4th Year   |
| OVPI MFO 4. Curricular Program Management Services                                 |                     |                               |                 |   |   |   |   |   |   |   |
| PI 12: Number of IMs reviewed by the CCC   | Teaching            | Dept. Head & Academic Adviser | Continuing task |   |   |   |   |   |   | For compliance in second half   |
| PI 13: Number of course syllabi and TOs reviewed and approved                      | Teaching            | Dept. Head & Academic Adviser | Continuing task | x | x | x | x | x | x | 2nd Semester AY 2023<br>Chem 157.1,<br>Chem 195n,<br>PhSc 105.1,<br>Chem 159,<br>PhSc 105,<br>Chem 140,<br>Chem 157,<br>Chem 141,<br>Chem 208,<br>Chem 21,<br>Chem 138,<br>PhSc 105.2,<br>Envi 120;<br>Chem |





|  |                          |  |                 |   |   |   |   |   |   |   |
|--|--------------------------|--|-----------------|---|---|---|---|---|---|---|
| submitted a DTR every month                            |                          | Faculty and Staff                      |                 |   |   |   |   |   |   | submitted their monthly DTRs  |
| PI 12: Monthly accomplishment report submitted on time | Administrative functions | Dept. Head and concerned personnel     | Jan-June, 2024  | x | x | x | x | x | x | ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplishment reports on time<br>4 JO (Jan-Jun, 2/month), 2 part-time instructors (Jan-Jun) |
| PI 14: Percentage budget utilization (GAA)             | Administrative functions | Dept. Head & Admin. Staff              | Jan-June, 2024  |   |   |   |   |   | x | As of July 10, 2024   |
| PI 15: Percentage budget utilization (STF)             | Administrative functions | Dept. Head & Admin. Staff              | Jan-June, 2024  |   |   |   |   |   | x | As of July 10, 2024   |
| PI 17: Additional Outputs                              |                          |  |                 |   |   |   |   |   |   |   |
| Number of laboratory classes assisted                  | Teaching                 | Dept. Head & Admin. Staff (laboratory) | Continuing task | x | x | x | x | x | x | Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes   |

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

## PERFORMANCE MONITORING FORM

Name of Employee: SUSANA B. MIÑOZA

| Task No. | Task Description   | Expected Output                              | Date Assigned | expected Date to Accomplish | Actual Date Accomplished | Quality of Outputs* | Over-all Assessment of Outputs** | Remarks/ Recommendation                      |
|----------|--|--|---------------|-----------------------------|--------------------------|---------------------|----------------------------------|--|
| 1.       | Advanced Education – Evaluating MEd admission applications       | -  | -             | -                           | -                        | -                   | -                                | Not teaching MS                              |
| 2.       | Higher Education – Teaching of Chemistry & Non-Chemistry courses | -  | -             | -                           | -                        | -                   | -                                | Not teaching BS                              |
| 3.       | Research Services  | -  | -             | -                           | -                        | -                   | -                                | No research conducted                        |
| 4.       | Extension Services   | -  | -             | -                           | -                        | -                   | -                                | No extension services                        |
| 5.       | Support to Operations  | Varied ISO & academic documents and services | 1/2/2024      | 6/30/2024                   | 6/30/2024                | Very impressive     | Outstanding                      | Assigned ISO, academic documents, etc.       |
| 6.       | General Administration & Support Services                        | Varied general documents and services        | 1/2/2024      | 6/30/2024                   | 6/30/2024                | Very impressive     | Outstanding                      | Assigned general documents and services done |

\*Either very impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by



**MARK RYAN R. TRIPOLE**  
Head, DoPAC



## PERFORMANCE MONITORING FORM

Name of Employee: **NORBERTO M. MANAGBANAG**

| Task No. | Task Description   | Expected Output                              | Date Assigned | expected Date to Accomplish | Actual Date Accomplished | Quality of Outputs* | Over-all Assessment of Outputs** | Remarks/ Recommendation                             |
|----------|--|--|---------------|-----------------------------|--------------------------|---------------------|----------------------------------|---|
| 1.       | Advanced Education – Evaluating MEd admission applications       | -  | -             | -                           | -                        | -                   | -                                | Not teaching MS                                     |
| 2.       | Higher Education – Teaching of Chemistry & Non-Chemistry courses | -  | -             | -                           | -                        | -                   | -                                | Not teaching BS                                     |
| 3.       | Research Services  | -  | -             | -                           | -                        | -                   | -                                | No research conducted                               |
| 4.       | Extension Services   | -  | -             | -                           | -                        | -                   | -                                | No extension services                               |
| 5.       | Support to Operations  | Varied ISO & academic documents and services | 1/2/2024      | 6/30/2024                   | 6/30/2024                | Very impressive     | Outstanding                      | Assigned ISO, academic documents, housekeeping etc. |
| 6.       | General Administration & Support Services                        | Varied general documents and services        | 1/2/2024      | 6/30/2024                   | 6/30/2024                | Very impressive     | Outstanding                      | Assigned general documents and services done        |

\*Either very impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by



**MARK RYAN R. TRIPOLE**  
Head, DoPAC

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORBERTO M. MANAGBANAG**

Performance Rating: Outstanding

Aim: Aspire to maintain outstanding rating as administrative staff

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Attendance to housekeeping training workshops would be beneficial to ensure that office and classroom spaces are kept clean. Attendance to basic computer literacy webinars/seminars/trainings recommended to better front desk services.

Results:

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

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

Next Step:

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Outcome: \_\_\_\_\_


Final Step/Recommendation:

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Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

Conforme:

  
**NORBERTO M. MANAGBANAG**  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: NORBERTO M. MANAGBANAG Position: Administrative Aide I

**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  |   | 60    |   |   |   |   |
| Average Score  |   | 5.0   |   |   |   |   |
| Overall recommendation:<br>Attendance to trainings/seminars recommended in relation to administrative work to acquire new skills and enhance existing ones |   |       |   |   |   |   |

  
**MARK RYAN R. TRIPOLE**  
 Immediate Supervisor