



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

**Annex P**

Name of Administrative Staff: ARACELI M. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.46	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.62</b>

TOTAL NUMERICAL RATING: 4.62


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: Outstanding

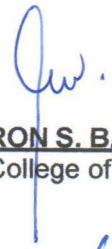
Prepared by:

  
**ARACELI M. MANAGBANAG**  
Name of Staff


Reviewed by:

  
**CHARIS B. LIMBO**  
Department/Office Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean, College of Education

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

**Vision:**

**Mission:**

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and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Araceli M. Managbanag, Administrative Aide III of the Institute of Human Kinetics, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020

ARACELI M. MANAGBANAG

Ratee

Approved:

CHARIS B. LIMBO

Director, IHK

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Administrative Support Services</b>									
Efficient and customer-friendly	0% complaint from client served	Served clients	100% no complaint	100% no complaint	4	5	5	4.667	
Student Development & Welfare Support	Number of students class rosters/grades sheets checked, controlled and recorded	Class rosters/Gradesheets checked, controlled and recorded	100	160	5	4.5	5	4.833	
Teaching Performance Evaluation	Number of subject/sections evaluated and evaluation instruments submitted to OVPAA within the day of evaluation	Facilitated teaching performance evaluation and submitted the same to OVPAA	15						On line/offline classes/no evaln conducted
	Number of administrative staff IPCRs encoded	Encoded and reproduced IPCR as scheduled	3	3	4	4	4	4	
	Number of faculty & administrative staff IPCRs supporting documents computed/finalized and reproduced	Number of Faculty & administrative staff IPCRs supporting documents computed/finalized and	13	13	4	4	4	4	
Teaching Load	Number of teaching load/subjects/sections encoded	Actual teaching load/subject/ sections	75	196 sections	5	4.5	4	4.5	



	Number of subjects of Faculty Individual workload encoded/prepared/computed & submitted/approved by the Dean within 1 day from submission	Prepared/computed/ encoded and submitted Individual Faculty workload	75	196 sections	5	5	4.5	4.833	
	Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment/hiring of new instructors	Prepared/computed projected faculty workload	15 faculty	69	5	4.5	4	4.5	
Secretariat Works	Number of documents prepared/ encoded and submitted within a specified time Standard Government Forms - DTRs/CSRs - Payrolls for Job Order - Disbursement Vouchers - Cash Advance/Liquidation/ Reimbursement -Travel - Contract of Services (JO)	Prepared/encoded and submitted documents within specified time	50	120	5	4.5	4	4.5	
	Percentage of documents receives, encodes and records communications and other documents and maintains the filing system of the office as a record of the office accomplishments as inputs for the ISO.	Received, encoded and recorded documents and maintained the filing system	75%	80%	4.5	4.5	4.5	4.5	
	Percentage of documents organizes particularly storing, retrieving and integrating information for ISO, and other instructional-related support services.	Documents organized, stored and retrievable	75%	80%	4.5	4.5	4.5	4.5	
	Percentage of documents facilitated for unit head's approval/signature	Facilitated documents for unit head's approval/signature	95%	98%	5	4.5	4.5	4.667	

Other Services	Answers telephone calls & relays messages/information to Dept Head & faculty	Answered telephone calls	75%	75%	4	4	4	4	
Total Over-all Rating					55	53.5	52	53.5	
Averaged Rating					4.58	4.46	4.33	4.458	17.83
Overall divide by number of items of									

Average Rating (Total Over-all rating divided by 4)	17.83	4.46
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes  
*accepts additional task not related to her functions.*

Evaluated by:

*[Signature]*  
**CHARIS B. LIMBO**

Unit Head

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

Recommending Approval:

*[Signature]*  
**BAYRON S. BARREDO**

College Dean

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

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice-Pres. for Academic Affairs

Date: 2/2/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2020

Name of Staff: Araceli M. Managbanag

Position: Administrative Aide  
Property Custodian

**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

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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					
Average Score					

Overall recommendation : Very productive when completing clerical tasks.  
God job! Congratulations!

**CHARIS B. LIMBO**

Printed Name and Signature  
 Head of Office

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## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: Outstanding

Aim: To improve filing documents

Proposed Intervention to Improve Performance:

To hire regular clerk to work in the office since the existing clerk will be retiring on July 2021 & hire additional clerk (JO) to assist in filing ISO documents and other office works since the unit is involve in almost all University-wide activities

Date: January 2021

Target Date: June 2021

First Step:

- \* Hire (1) regular office clerk & (1) JO
- \* Orient newly hired clerk

Result:

- \* Easy retrieval of the documents needed

Date: July – December 2021

Target Date: July – December 2021

Next Step: Sort documents according to program for ISO purposes

Outcome: Easy access to documents needed


Final Step/Recommendation:

Effective in retrieving documents to support activities or programs

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**ARACELI M. MANAGBANAG**  
Name of Ratee/Staff