

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. DIONESIO I. ESTUPA

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL, NUMERICAL RATING	4.58

EQUIVALENT NUMERICAL RATING: 4.58
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: OUTSTANDING

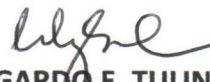

Prepared by:


DIONESIO I. ESTUPA
Name of Administrative

Reviewed by:



WINSTON M. TABADA
Department Head

Approved by:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

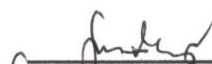

DIONESIO I. ESTUPA
Laboratory Technician
Date: January - June 2016


ROBERTO C. GUARTE
College Dean
Date:

[illegible]


MFO 6	General Admin. & Support Services (GASS)	PI 6. Number of computer laboratory, server room and Internet cafe maintained.	Documentation	Regular maintenance of the computer laboratory, server room and Internet cafe maintained. .	4	8	5	5	4	4.7	ICT 103, ICT 201A & 201B, ICT 202, ICT 203, ICT 101, Internet café and server room.
		PI 7. Number of IT Equipments maintained.	Documentation	Regular maintenance of IT equipments.	55	255	5	5	4	4.7	200 computer units, 6 servers, 5 LCDs, 16 Switch Hubs, 4 computer printers other IT equipments.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	4	4	4.3	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating							22.333				
Average Rating							4.47				
Adjectival Rating							VS				

Received by:


Planning Officer

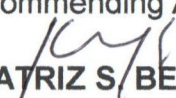
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
President

Date: _____

Average Rating (Total Over-all rating divided by 6)		4.47
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.47
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Received by:

Calibrated by:

Recommending Approval:

Approved by:

Planning Office

REMBERTO A. PATINDOL
PMT

BEATRIZ S. BELONIAS
VP for Instruction

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2016Name of Staff: DIONESIO I. ESTUPA Position: Laboratory Technician

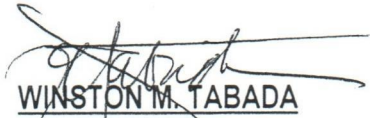
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	24				
Average Score					

Overall recommendation : _____


WINSTON M. TABADA
Name of Head