Annex P

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: Norberto M. Managbanag

Program Involvement 1	Numerical Rating(2)	Percentage Weight	Equivalent Numerical Rating (2 x 3)
Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
		TOTAL NUMERICAL	4.86

**EQUIVALENT NUMERICAL RATING:** 

4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.86

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

NORBERTO M. MANAGBANAG

Name of Administrative Staff

Department Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved by:

EDGARDO E. TULIN

& President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

1. Mr. Norberto M. Managbanag, of the Department of Pure & Applied Chemistry, College of Arts & Sciences commits to deliver and agree to be rated on tha attainment of the following targets in accordance with the indicated measures for the period sanuary to June 2017.

NORBERTO M. MANAGBANAG

Approved:

Head, DoPAC

Successible from another of memorance indicators (P) to Decimal Projects  PP 1 Number of memorance and Administrative delivered within active on time active on time facilitated, submitted on time solutions and weekend solutions are not weekend example of the committee of solutions are not weekend example of the committee of solutions are not a weekend example of solutions are not a weekend active to the solutions of the solutions are not a weekend active to the solutions are not a weekend active to the solutions of the solutions are not a weekend active to the solutions are not at a solution active active to the solutions are not at a solution active active to the solutions are not active to t			Natee					Icau, Dol Ad			-	
Support to Operations PP 1 Number of mencranda and Administrative delivered within 30 week 40 docs 5 5 5 5 500 delivered within 30 week 40 docs 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	AFO No	MFO & PAPs	Success/Performance	Program/ Activities	Tasks Assigned	Target	Actual		Œ.	tating		Remarks
Support to Operations Office Comments and Calcifored within Services Office Comments served on time of the cocuments requested by student's served on time of the cocuments requested by students served on time of the cocuments requested by students served on time of the cocuments served on the cocuments of the cocuments assistance of the cocuments of the cocum			Indicators(PI)	Projects	0		Accomplishment	ā	E <sup>2</sup>	Т3	A4	
Pi 2 Vumber of Gov* forms	-0 5:	Support to Operations	PI. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	30/week	40 docs	Ŋ	2	2	5.00	CAS and DoPAC documents submitted on time
tudent Services PI 3 Assists steff and faculty during exams on a weekend exams on the partial par			PI. 2 Number of Gov't forms facilitated, submitted on time		documents submitted on time	30/week	30/week	က	co.	4	4.67	CAS and DoPAC documents submitted on
tudent Services grudents services students in the conduct of thesis and thesis thesis students in the conduct of thesis thesis students in the conduct of thesis thesis students in the conduct of thesis p.2. Assists thesis students in the conduct of thesis p.2. Assists thesis students in the conduct of thesis p.2. Assists thesis students in the conduct of thesis p.2. Assists thesis students in the conduct of thesis p.3. Assists thesis students in the conduct of thesis p.3. Assists thesis students in the conduct of thesis p.3. Assists thesis students in the conduct of thesis p.3. Assists thesis students in the conduct of thesis p.3. Assists the p			PI. 3 Assists staff and faculty during exams on a weekend		Assisted/Facilitated faculty/staff during saturdays in conducting exams	5/month	Ø	Ŋ	O	2	5.00	when conducting classes on a weekend with permit
PIZ. Assists thesis students in the conduct of thesis assisted and cut of thesis assistance at a cut of the cut of		Student Services	PI.1 Documents requested by students served on time		Facilitates student's requests	5/month	20	S	2	2	5.00	
Pl. 2 Number of Lecture room			PI2. Assists thesis students in the conduct of thesis	Support to students	student thesis assisted	5/month	12	υ O	S	ω	5.00	students conducting thesis (only when graduation is approaching)
PT.2.Number of Lecture room   Section   Sect		Janitorial Services	PI. 10ffices maintained & cleaned									5
Pi 3. Number Laboratory room maintained   Fi 3. Number Laboratory room maintained   Fi 4. Number CRS surroundings   Maintained   Fi 4. Number of times DoPAC   Pi 4. All All All All All All All All All Al			PI 2.Number of Lecture room	Janitorial	lecture room	3	3	r2	2	4	4.67	
PI. 4 Maintained CRs/ surroundings Caleanliness PI. 4 Number of times DoPAC Incream moved DoPAC Surroundings moved by the Surrounding service assistance as			PI 3. Number Laboratory room		lab room cleaned	5	2	2	5	5	5.00	
PI .4 Number of times DoPAC surroundings mowed adaptatises  and Support Services surroundings mowed and Support Services surroundings mowed and Support Services surroundings mowed adaptatises and Support Services surroundings mowed adaptatises and Support Services surroundings mowed adaptatises and Surroundings mowed and Surro			Pl. 4Maintained CRs/ surroundings		Maintained	2 CRs	2 CRs	2	2	5	5.00	for students
Administrative from the services from the services from the services from the service from			_		mowed DoPAC surroundings	once a mo.	once a mo.	S	5	5	2.00	
PI.1. Efficient and customer friendly General Services served with 0% zero no complaint frontline service frontline service complaint complaint complaint service service emergency 1 1 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	0 6:	and Support Services (GASS)										
temergency assistance Administrative emergency 1 1 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5			PI.1. Efficient and customer friendly frontline service	General Services	served with 0% complaint	zero complaint	no complaint	2	5	2	5.00	
otal Over-all Rating verage Rating djectival Rating Calibrated by: אריים בא			Emergency assistance	Administrative	emergency	1	1	2	5	2	2.00	
djectival Rating  Calibrated by:  Received by:  Received by:  Received by:  REMBERTO A. PATINDOL  REMBERTO A. PATINDOL  REMBERTO A. PATINDOL		Total Over-all Rating							100		54.33	
Calibrated by: (Recommending Approval: (Red)  A L. QUINANOLA REMBERTO A. PATINDOL		Average Rating									4.94	
A L. QUINANOLA REMBERTO A. PATINDOL REMBERTO A. PATINDOL	1	Adjectival Rating										
Concern Concer	Received b	TA L. QUINANOLA	Calibrated by:  REMBERTO A. PATINDO	Recommending App	NDOL	- m4	Received by: EDGAMDO E. TULIN	\_				

Average Rating (Total Over-all rating divided by 6)	4.94
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.94
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Recommending Approval: (abc/)  An Ar REMBERTO A. PATINDOL  VP for Admin and Finance	
Calibrated by:  REMBERTO A. PATINDOL  Chair, PMT	Date: Date:
Received by:  -TERESITA L. QUIÑANOLA PRPEO	Date:

Approved by:

LALE

EDGARDO E. TULIN

President

Date:

2 - Efficiency 3 - Timeliness 4 - Average

1- Quality

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2017

Name of Staff: Norberto M. Managbanag Position: Admin Aide I(Utility)

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	<b>Descriptive Rating</b>	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	9	
		1	2	3	4	5
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.			V	1	
2.	Makes self-available to clients even beyond official time					V
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				V	
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					V
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks					V
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.				/	1
7.	Keeps accurate records of her work which is easily retrievable when needed.					V
8.	Suggests new ways to further improve her work and the services of the office to its clients					L
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			7		l
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					L
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					V
12.	Willing to be trained and developed					N
	Total Score				56	11

	Leadership & Management (For supervisors only to be rated by higher supervisor)	S	cale	9	٠.
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors				
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.				
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.				
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.				
	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				
	Total Score	-1	76/	12	
	Average Score	4	1.6	7	

Overall recommendation	

CANDELARIO L. CALIBO Head, DoPAC