

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
January – June 2019**

Name of Administrative Staff: **ALFREDO D. FLORENDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	0.70	3.374
2.			
3. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	0.30	1.299
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: "0"

Prepared by:

ALFREDO D. FLORENDO

Name of Staff

Reviewed and Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ALFREDO D. FLORENDO** Admin. Aide III, commits 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 2019.

BEATRIZ S. BELONIAS
 Vice President for Instruction

ALFREDO D. FLORENDO, JR.
 Admin Aide III
 Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
UMFO 2: Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Distributed notice of meetings to Curriculum Committee members with attached proposals	14	45	5	5	5	5.00		
		Bought and assisted in serving snacks during Curriculum Committee meetings	14	45	5	5	5	5.00		
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Distributed notice of meetings of the Honors and Awards Committee to evaluate and determine graduating students with latin honors	5	5	4	5	5	5.00		
		Bought and assisted in serving snacks during the Honors and Awards Committee meetings	5	5	4	5	5	5.00		
OVPI MFO 2. Student Management Services										
UMFO 5. Support to Operations (STO)										
OVPI MFO 1. Faculty Development Services										

OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Distributed notice of meetings of the Academic Personnel Board to deliberate hiring/recruitment of applicants	45	70	5	5	5	5.00	
		Bought and assisted in serving snacks during APB meetings	45	70	5	5	5	4.67	
		Facilitated signatories of APB members for the minutes of the meetings	45	70	5	5	5	5.00	
OVPI MFO 6. Library Services									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Distributed notice of meetings to Library Committee members	11	11	4	5	5	4.67	
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	43	35	4	4	5	4.33	
		Distributed office memoranda to all departments and colleges	550	1050	5	5	5	5.00	
	Messengerial Services	Delivered documents to different offices	850	1200	5	5	5	5.00	
	Janitorial Services	Cleaned offices before and after office hours	3	3	4	4	4	4.00	
	Photocopying Services	Photocopied documents for reproduction	600	700	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	0	1	4	5	5	4.67	
	Best practices/new initiatives	Greening of office and its surroundings			5	5	5	5.00	
Total Over-all Rating					70	73	74	72.34	
Average Rating					4.67	4.87	4.93	4.82	

Average Rating (Total overall rating divided by 4)	4.82	Comments & Recommendations for Development Purpose: ✓ Make sure everyone in the office knows where you are during office hours.
Additional Points: Punctuality Approved additional points (with copy of approval)		
FINAL RATING	4.82	
ADJECTIVAL RATING	OUTSTANDING	

<p>Evaluated and Rated by:</p> <p></p> <p>BEATRIZ S. BELONIAS Unit Head</p> <p>Date: _____</p>	<p>APPROVED"</p> <p></p> <p>BEATRIZ S. BELONIAS Vice President for Instruction</p> <p>Date: _____</p>
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

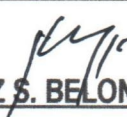
Name of Staff: ALFREDO D. FLORENDO Position: Admin Aide III

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		52				
Average Score		4.33				

Overall recommendation :


BEATRIZ S. BELONIAS

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: OVPI

Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: ALFREDO D. FLORENDO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	one-on-one meeting to discuss how to improve performance				

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

Conducted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO D. FLORENDO

Performance Rating: _____

Aim: To efficiently and consistently deliver the needed services to clientele with outmost satisfaction.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: January – June 2019

First Step:

Identify the problems or complaints encountered in performing the assigned tasks

Result:

Discuss with the staff and make suggestions/proposal to solve the problems and/or eliminate the complaints.

Date: January 2019 Target Date: January – June 2019

Next Step:

Improvement on the delivery of services to clientele in the day to day transactions in the office.

Final Step/Recommendation:

Encourage and motivate staff to become proactive in the performance of his job.

Prepared by:

Conforme:


ALFREDO D. FLORENDO

Admin. Aide II /


BEATRIZ S. BELONIAS

Unit Head