

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: _____

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.339
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.824	30%	1.447
TOTAL NUMERICAL RATING			4.786

TOTAL NUMERICAL RATING: _____

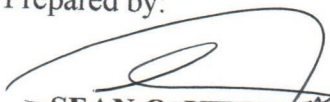
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by:


SEAN O. VILLAGONZALO
 Name of Staff

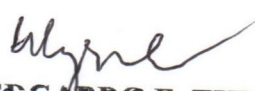
Reviewed by:


REMBERTO A. PATINDOL
 Department/Office Head

Recommending Approval:

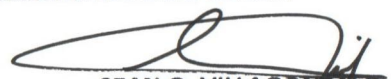

REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO B. TULIN
Ed

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SEAN O. VILLAGONZALO, of the UCC 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, 2016.


SEAN O. VILLAGONZALO
 Ratee

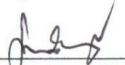
Approved: 
REMBERTO A. PATINDOL
 Direct Supervisor

MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
1. LAN setup and installation	Supervised Technical staff in network installation and setup	2 staff	3	5	4	4	4.33	
2. Computers and equipment repairs	Supervised technical staff in computer and equipment repair.	1 staff	2	4	5	5	4.67	
3. Technical Assistance	Supervised technical staff in technical assistance	2 staff	3	4	5	4	4.33	
4. Streaming deployment	Supervised technical staff in the deployment of A/V equipment.	1 staff	2	5	5	4	4.67	
5. User/Computer account maintenance	Supervised technical staff in user/computer account maintenance.	1 staff	1	3	5	5	4.33	
6. Server Management and WiFi Maintenance	Supervised technical staff in server management and WiFi maintenance	1 staff	1	3	5	5	4.33	
7. DYDC	Supervised DYDC technical staff in technical targets	2 staff	2	4	4	5	4.33	
8. VICARP	Supervised RMIS staff in Systems Development	1 staff	1	4	4	4	4	
9. LAN Design, plan civil works on new and old buildings construction and renovations	Number of building design, plan and deployed civil works	2 building	5 building	4	5	5	4.67	
10. VSU LAN Civil works	Supervised the civil works of campus wide network.	2 staff	10 staff & laborer	5	4	5	4.67	
11. Clerical and Utility work	Monitor & follow-up purchase request, Deliveries and Material releases.	-	All UCC P.R.'s, deliveries and material releases	5	5	5	5	
Total Over-all Rating							49.33	

Average Rating (Total Over-all rating divided by 4)		4.48
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.48
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

Received by:




Planning Office

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average


Calibrated by:



PMT

Date: _____

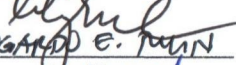
Recommending Approval:



Vice President

Date: _____

Approved by:



EDGARDO E. RUIZ
President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July– December, 2016

Name of Staff: **SEAN O. VILLAGONZALO** Position: Engineer 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						
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		(82)				
Average Score		4.824				

Overall recommendation : _____



REMBERTO A. PATINDOL
Name of Head