



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **HENRY P. MODINA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


HENRY P. MODINA

Name of Staff

Reviewed by:


LYNETTE C. CIMAFRANCA

Department Head

Recommending Approval:


VICTOR B. ASIO

College Dean

Approved:

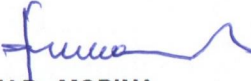

BEATRIZ S. BELONIAS

Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HENRY P. MODINA of the Department of Food Science and Technology commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2022.


HENRY P. MODINA
Ratee

Approved:


LYNETTE C. CIMAFRANCA
Department Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment (January-June 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Messengerial Services	Number of memoranda and other documents served within the day of receipt	Documents delivered within specified time	10	20	5	5	4	4.67	
	Number of documents processed for approval	Processed documents for approval to respective units	100	60	5	5	4	4.67	
	Follow-up documents for approval in different units	Followed-up documents and accomplished transactions	200	100	5	4	4	4.33	
	Number of forms facilitated, submitted and delivered	Submitted and delivered forms	500	135	5	4	4	4.33	
Janitorial Services	Number of offices maintained & cleaned	Maintained and cleaned offices	10	11	5	4	5	4.67	
	Number of comfort rooms maintained and cleaned	Maintained and cleaned comfort rooms	2	5	5	4	5	4.67	
	Number of Lec/Lab rooms maintained	Maintained and cleaned lecture	2	2	5	4	4	4.33	

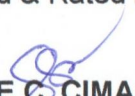
		and laboratory rooms							
	Maintained cleanliness in the department surroundings	Maintained cleanliness in the dept.	90%	90%	4	4	5	5.00	
General Administration and Support Services (GASS)	Efficient and customer friendly frontline service	General Services	No Complaint	No Complaint	5	5	5	5.00	
Total Over-all Rating								41.67	

Average Rating (Total Over-all rating divided by 4)		4.63
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

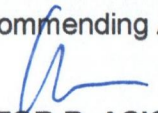
Should improve performance related to the document facilitation, preparation and cleanliness maintenance in the department.

Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
Department Head

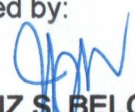
Date: _____

Recommending Approval:


VICTOR B. ASIO
College Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 8-5-2022

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2022

Name of Staff: HENRY P. MODINA Position: Administrative 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		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 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		NA				
Average Score		4.83				

Overall recommendation :

continue making innovation

LYNETTE C. CIMA FRANCA
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : HENRY P. MODINA
Performance Rating : Outstanding

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DFST surroundings including CR's.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022

Target Date: June 2022

First Step:

Monitor Mr. Modina's performance in processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time and DFST cleanliness were maintained.

Date: July 2022

Target Date: December 2022

Next Step:

One-on-one meeting with Mr. Modina.


Outcome:

His performance related to the document facilitation and preparation and in cleanliness, maintenance in DFST surroundings has improved.

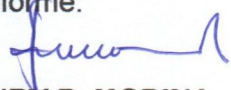
Final Step/Recommendation:

1. Required Mr. Modina to stay in the office after delivery of documents to different offices in the university. Comfort rooms should be cleaned twice a day one in the morning and afternoon.
2. Attend a reorientation training on the job responsibility of utility/messenger.

Prepared by:


LYNETTE C. CIMAFRANCA
Unit Head

Conforme:


HENRY P. MODINA
Ratee