



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: SAULAN, JOSE F.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.8	30%	1.14
TOTAL NUMERICAL RATING			4.34

TOTAL NUMERICAL RATING: 4.34

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.34

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:

  
**CRISILDA MARIE C. ROBLE**  
Name of Staff

  
**VICENTE A. GILOS**  
Department/Office Head

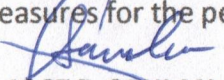
Approved:

  
**ALELI A. VILLOCINO**  
Vice President – Students Affairs  
And Services

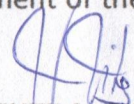


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE F. SAULAN, of the University Library 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 2021

  
**JOSE F. SAULAN**  
Ratee

Approved:

  
**VICENTE A. GILOS**  
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2021 Target (January – December)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OCLMFO 6 GENERAL ADMINISTRATION and SUPPORT SERVICES</b>	<b>PI.1 Number of communications/notices/ac knowledgment letters send to other Departments</b>	Messengerial Work							
	PI.2 Number of Purchase Request sent	“	10 Purchase Request	12 Purchase Request	5	4	4	4.33	
	PI.3 Number of Disbursement Voucher	“	13 Disbursement Voucher	12 PR Disbursement Voucher	5	5	4	4.67	
	PI.4 Number of JO Contract of Service	“	5 JO Contract of Service	5 JO Contract of Service	5	5	5	5	
	PI.5 Number of Application for Leave	“	35 Application for Leave	40 Application for Leave	5	5	4	4.67	
	PI.6 Number of JO Payroll	“	12 JO's Payroll	12 JO's Payroll	5	5	4	4.33	
	PI.7 Number of Job Request	“	8 Job Request	12 Job Request	5	5	4	4.67	
	PI.8 Number of DTRs attached VL/SL	“	72 DTRs	72 DTRs	5	5	4	4.67	
	PI.9 Number of Inspection Reports with Sales Invoice	“	48 Inspection Report	55 Inspection Report	5	5	4	4.67	
	PI.10 Number of RIS	“	5 RIS	5 RIS	5	4	4	4.33	
	PI.11 ARE's (Books)	“	40 AREs (Books)	58 AREs (Books)	5	4	5	4.67	
	PI.12 Number of documents or item brought from other offices	“			5	4	4	4.33	



<b>OCLMFO 7</b>  Efficient and Customer-friendly	Pl. 1 Efficient and customer-friendly frontline service	Messengerial Work	0 Complaint from client	0 Complaint from client	5	5	4	4.67	
<b>OCLMFO 3</b>  SUPPORT TO OPERATIONS	Pl.1 Number of books inventoried	Technical Services	Number of hours Bookshelves inventoried						Month of July

Average Rating (Total Over-all rating divided by )	55.01	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

It is suggested that he should record all the tasks that he should be working and reflect them in the IPCR.

Evaluated & Rated by:

**VICENTE A. GILOS**  
Dept./Unit Head

Date: \_\_\_\_\_

Approved by:

**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

Date: \_\_\_\_\_

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



# **PERFORMANCE MONITORING FORM**

Name of Employee: Saulan, Jose F..

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Sends communications, notices, acknowledgement letters to other departments	240	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
2	Receives goods delivery and documents	50	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
3	Cleans window glasses		January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VICENTE A. GILOS

Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: SAULAN, JOSE F.

Position: ADMIN. AIDE I

**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.**

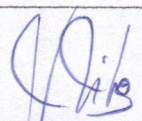
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>4</u>	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	<u>3</u>	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	<u>3</u>	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	<u>3</u>	2	1
12.	Willing to be trained and developed	5	4	<u>3</u>	2	1



Total Score										
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						46/12				
Average Score						3.8				

Overall recommendation :

  
**VICENTE A. GIROS**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose F. Saulan

Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: Jan 2021      Target Date: June 2021

First Step: Assigning Mr. Saulan to other tasks like supervising and leading other staff in doing the upkeep of the library.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: He exhibited enthusiasm on his new role.

\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

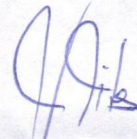
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Perhaps he needs to know more about supervising skills.


Prepared by:



VICENTE A. GILOS

Unit Head

Conforme:



JOSE F. SAULAN

Name of Ratee Faculty/Staff