



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.341
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: Outstanding


Prepared by: 
MICHAEL D. DAG-UMAN
Name of Staff

Reviewed by: 
MAGDALENE C. UNA-JAN
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHAEL D. DAG-UMAN**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following Accomplishments in accordance with the indicated measures for the period January to June, 2023.

MICHAEL D. DAG-UMAN

Ratee

July 10, 2023

MAGDALENE C. UNA JAN

Department Head

July 14, 2023

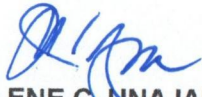
MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of students devoted for assisting student related activities online	Preparation of documents needed	2	10	5	5	5	5.00	DCST Email, Facebook Messenger
	Number of Hours Training / Seminars Assisted	Assisting for venues and other materials needed	2	24	5	5	5	5.00	TAPHEP, PSITE, Pre-OJT of BSCS
					Total points			10.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI 7.	Number of office supplies purchased	PR preparation	1	3	4	4	5	4.33	Seminar Meals, Office Supplies
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	Number of documents prepared and submitted	Preparation, encoding and submission	5	30	5	4	4	4.33	TO, PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report, etc.
	Number of Incoming and Outgoing documents recorded & released	Recording	50	60	5	4	4	4.33	Preparation of necessary documents needed for COPC
	Number of in-house seminars/ trainings/workshops/reviews	Participant	1	2	5	4	4	4.33	TAPHEP, PSITE, Pre-OJT of BSCS
	Number of hours assisting resource speaker for TAPHEP	Preparation of documents, Fetch and Ferry to Tacloban	0	16	5	5	5	5.00	
	Frontline Services								

	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	no complaints
MFO 2.	Additional Outputs/Best Practices								
	Total Over-all Rating						37.33		
	Average Rating						4.67		
	Adjectival Rating						"Outstanding"		


Average Rating	4.67
Additional Points:	
Punctuality	
Approved	
FINAL RATING	4.67
ADJECTIVAL RATING	Outstanding

He should attend training on document control as well as on better management for clerical tasks.

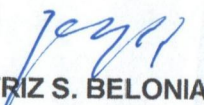
Evaluated & Rated by:


MAGDALENE C. INAJAN
 Department Head
 Date:

Recommending Approval


JANNET C. BENCURE
 Dean, CET
 Date: July 24, 2023

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **MICHAEL D. DAG-UMAN**

Position: **ADMINISTRATIVE AIDE III-CLERK**

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 (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		76				
Average Score		4.97				

Overall recommendation : Continue the habit of asking guidance/clarifications for task not yet familiar

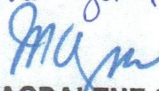

MAGDALENE C. UNA JAN
 Printed Name and Signature
 Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MICHAEL D. DAG-UMAN

Performance Rating: Outstanding

Aim: Encourage him to attend seminar / workshop on document management and record controlling

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 2023

First Step:

Send him to training/seminar/training for document controlling and document management system

Result:

Improved filing system of DCST as well as more efficient document storage and retrieval

Date: January 2023

Target Date: June 2023

Next Step:

Attend seminar / training / workshop on document controlling and data management system


Outcome:

Schedule of the training/workshop/seminar preferably by Commission of the Civil Service


Final Step/Recommendation:

Present certificate of attendance of the said training/workshop/seminar

Prepared by:


MAGDALENE C. UNAJOAN
Department Head

Conforme:


MICHAEL D. DAG-UMAN
Clerk, DCST