

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: FILADELFO L. LLANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70 %	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.18	30 %	1.25
TOTAL NUMERICAL RATING			4.52


TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.52

ADJECTIVAL RATING: Outstanding


Prepared by:


FILADELFO S. LLANO
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Filadelfo S. Llano** of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **January** to **June**, 2019.

FL
FILADELFO S. LLANO
 Ratee

Manolo B. Loreto, Jr.
 Approved: **MANOLO B. LORETO, JR.**
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Utility personnel	No complaint	0	5.00	5.00	5.00	5.00	
Janitorial Services	100% of offices cleaned and maintained	Number of offices cleaned and Comfort rooms of male & female staff of USSO	26	26	3.00	4.00	5.00	4.00	
	100% monitoring and checking	Checks & monitors power & water connections (lights & office equipment) before the start and the end of the day	23	25	4.00	4.00	4.00	4.00	
	100% of documents delivered within specified time	Number of documents delivered within specified time	962	1,500	4.00	5.00	5.00	4.67	


100% Photocopying/mimeographing/risographing of USSO forms and documents	Photocopying/mimeographing/risographing of USSO forms and documents	30,000	40,000	4.00	5.00	5.00	4.67	
Total Over-all Rating							22.33	

Average Rating (Total Over-all rating divided by 5)	4.47
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.47
ADJECTIVAL RATING	Very Satisfactory


Comments and recommendations for development purpose:

He may be given a consideration since he is retiring soon

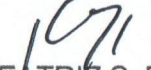
Evaluated and rated by:


 MANOLO B. LORETO, JR
 Dean, USSO
 Date Nov. 25, 2019

Recommending Approval:


 MANOLO B. LORETO, JR.
 Dean, USSO
 Date: Nov. 25, 2019

Approved by:


 BEATRIZ S. BELONIAS
 Vide President for Instruction
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: Filadelfo LlanoPosition: Admin. Aide II


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	46				
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					
Average Score	4.18				

Overall recommendation : _____


MANOLO B. LORETO JR.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FILADELFO S. LLANO**

Performance Rating: **VERY SATISFACTORY**

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: January, 2019 Target Date: June, 2019

First Step:

- Participation in workshop-seminars on team building
- Reorientation on the proper management and filing of office hard copy documents

Results:

- Capacitated in as team player

Date: July, 2019

Target Date: December, 2019

Next Step:

- Continue attending seminars on team building

Outcomes:

- Improved customer services and values to work

Final Step/Recommendation:

- Retire next year

Prepared by:



Manolo B. Loreto

Unit Head

Conforme:



Filadelfo S. Llano

Name of Ratee Staff