COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

ARTURO B. ALBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
	4.83		

TOTAL NUMERICAL RATING:

4.83

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.83

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RTURO B. ALBA, JR.

Administrative Aide I 2-1

Reviewed by:

REMBERYO A. PATINDOL
VP for Administration & Finance

2-11-20

Approved:

REMBERTO X. PATINDOL

Chairman, PMT

2-11-2

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ARTURO B. ALBA JR</u>, of the <u>Office of the Vice President for Administration & Finance</u> commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July-December</u>, <u>2019</u>.

Approved:

Used of Usik

2-10-20

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	ARTURO B. ALBÁ JR
	Ratee

	T				_					
MFOs & PAPs	Project/Activity	Tasks Assigned	Acomp	lishments	Percent		_	ating	-	Remarks
			Target	Actual	Accomplishment	Q^1	E ²	T ³	A ⁴	Kemarks
<u>UMFO 5</u> . General Ad	dministration and Suppo	rt Services								
PI 1: Efficient Office	A1. Receiving,	T1. Recording in the logbook of financial and								
Management	processing, and	administrative documents coming in of OVPAF	400	432	108.0%	5	4	5	4.67	
	recording of financial									
	and administrative	T2. Recording in the logbook of financial and	500	991	198.2%	5	5	4	4.67	
	documents coming in	administrative documents going out from OVAF	300	331	190.270	5	5	4	4.07	
	and out of OVPAF	T3. Processing of routine administrative and financial								
		documents within administration building	300	473	157.7%	5	4	5	4.67	
	A3. Documents Filing	T1. Sorting/consolidating of documents	130	216	166.2%	5	4	5	4.67	
		T2. Filing/binding of documents	10	36	360.0%	5	4	4	4.33	
	A4. Frontline Services	T1. Photocopying of various documents such as,	210	586	279.0%	5	5	5	5.00	
		memorandum and other supporting documents	210	300	275.070		3	3	3.00	
		T2. Entertains queries to walk-in clients and employees	zero complaint	zero complaint	100.0%	5	5	4	4.67	
				zero complant	100.070				4.07	
		T3. Serves snacks during meetings	100%	100% completed	100.0%	5	5	5	5.00	
			completed	20070 completed	100.070				5.00	
		<u>T4.</u> Promptly attends to phone calls & telefax	zero complaint	zero complaint	100.0%	5	5	4	4.67	
				20,0 complaint	100.070				4.07	
	A5. Office Maintenance	<u>T1.</u> Cleaning office & sorroundings of Budget Office,	100%	100% completed	100.0%	5	5	5	5.00	
		Finance Office, and Cash Office	completed	20070 00111 0101010	2001070				5.00	,
		<u>T2.</u> Watering of Plants	100%	100% completed	100.0%	5	5	5	5.00	
			completed	20070 00111010100	200.070			-	3.00	
		T3. Opening & closing doors & windows in office &	100%	100% completed	100.0%	5	5	5	5.00	
Tabal Occupil Davi		Conference Room	completed	20070 completed	100.070		,			
Total Overall Rating									57.33	

MFOs & PAPs	Project/Activity	Project/Activity Tasks Assigned		Project/Activity Tacks Assigned Acomplishments		Percent		Ra		
MI 03 & FAF3 Project/Activity		Tasks Assigned	Target	Actual	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
Average Rating (Total Over-all rating devided by # of entries)			4		Comments & Recommendations for De				Development	
Additional Points:			0.00			Altud training m			2	
Punctuality			0.00		1					office
Approved Additiona	Approved Additional points (with copy of 0.00			mantenance, mmor			romer			
FINAL RATING		4.78		1		repai	15 of			
ADJECTIVAL RATING		OUTST	ANDING	1		X 1	ralifie			

Average Rating (Total Over-all rating devid	ed by # of entries)		4.78		Comments & Recommendations for Develop
Additional Points:			0.00		Purpose: Attend training m of
Punctuality			0.00		maintenance, mino
Approved Additional points (with copy	of		0.00		mantenance, mmo
FINAL RATING			4.78		repairs of office eg
ADJECTIVAL RATING			OUTSTANDING		& facilities
Rated & Evaluated by: REMBERTO A. PATINDOL Chairman, PMT 2-10-20			BERTO A. PATINDOL dent for Admin. & Finance 2-10- 20	Approve	EDGARDO E. TULIN President
Date:	Date:	Date:		Date:	2=1. 20

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY - DECEMBER 2019</u>

Name of Staff: ARTURO B. ALBA, JR.

Position: ADMINISTRATIVE 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 under the 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					

Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients even beyond official time	(5)	4	3	2	1
Makes self-available to clients even beyond official time	1			_	1
	5	4	3	2	1
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
Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
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
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
Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
Suggests new ways to further improve her work and the services of the office to its clients	3	4	3	2	1
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
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
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
Willing to be trained and developed	15)4	3	2	1
Total Score			-		
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	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	~	7.	99	7		

Overall recommendation	1	
Overall recommendation	1	

Name of Head 2-10-11

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTURO B. ALBA, Jr. Performance Rating: July 1 to December 31, 2019	Signature:
Aim: Professionally build my effectiveness as Utility/M	Messenger.
Proposed Interventions to Improve Performance:	
Date: <u>July 1, 2019</u>	Target Date:
First Step:	
1. Give suggestions on proper handling and recording of improve cleanliness of area of responsibility (AOR) with 2. Attendance to the	
Result:	
1. Capable in handling papers and documents with good immediate supervisors. 2.	d relationships to colleagues and
Date: Target Date:	
Next Step:	
Outcome: Excellent work ethics.	
Final Step/Recommendation:	
Recommend to attend some technical skills training.	
Prepared by:	REMBERTO A. PATINDOL Unit Head 2-10-11

Conforme:

Administrative Aide I 2-10-11