

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2018)

Name of Administrative Staff: Veronico B. Almeroda

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.75	70%	3.32
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.53	30%	(1.26) 1.38
TOTAL NUMERICAL RATING			(4.68) 4.71

TOTAL NUMERICAL RATING: 4.71 ✓

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.71 ✓


ADJECTIVAL RATING:

Outstanding


Prepared by:

  
VERONICO B. ALMERODA  
Name of Staff


Reviewed by:

  
ANABELLA B. TULIN  
Department/Office Head

Recommending Approval:

  
ANABELLA B. TULIN  
Dean/Director


Approved:

  
BEATRIZ S. BELONIAS  
VP for Instruction

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **VERONICO B. ALMERODA**, of **GRADUATE SCHOOL** 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, 2018.

  
**VERONICO B. ALMERODA**  
Ratee

Approved:   
**ANABELLA B. TULIN**  
Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
ODGS MFO 1. Administrative and Facilitative Services										
	PI 1. Number of documents requested, received and followed up on time	Delivers and follow up documents (memos, letter requests, PRs, announcements, etc.) to various offices/departments	70	200	5	5	5	5.00		
	PI 2. Number of official documents bound (binding services)	Binds official documents as requested	10	25	5	5	5	5.00		
	PI 3.Number of damaged books and other bound documents repaired/ re-bound	Repair damage books and other bound documents	100	100	4	3	4	3.66		
		Other jobs undertaken:	100	300	5	5	5	5.0		
		1. Photocopied documents e.g. GS forms, memos, and etc.	10 mins. before dismissal (5 times a week)	10 mins. before dismissal (5 times a week)	5	5	5	5.0		
		2. Water and tender plants inside and outside the office	8 office rooms and 4 CRs	8 office rooms and 4 CRs	5	4	5	4.67		
		3. Clean office rooms and CRs before and after office hours	15 minutes every office hours	20 min before office hours	4	5	5	4.67		
		4. Clean the surroundings within the office vicinity								
ODGS MFO 2. Frontline Services										
	PI 1. Efficient and customer friendly frontline service	Served clients with courtesy and friendly service	Zero percent complaint from client served	Zero percent complaint from client served	5	5	5	5.0		
Total Over-all Rating								38.00		

Average Rating (Total Over-all rating divided by 8)		38 / 8
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDING

**Comments & Recommendations for Development Purpose:**  
Continue maintaining surrounding areas properly.

Evaluated and Rated by:

  
**ANABELLA B. TULUN, Ph.D**  
Dean, Graduate School


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

Recommending Approval:

  
**ANABELLA B. TULUN, Ph.D**  
Dean, Graduate School

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

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D**  
Vice President for Instruction

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

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Veronico B. Almeroda

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		55/12 = 4.58				
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					77
Average Score					4.53

Overall recommendation : \_\_\_\_\_

  
**ANABELLA B. TULIN**  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VERONICO D. ALMERODA

Performance Rating: 4.68

Aim: Since OGS has been renovated and has been expanded, there is a need to maintain the cleanliness of the in and around the Office of the Graduate School (OGS).

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: February 2018

First Step:

Take charge in the landscaping of potted and planted plants around the office for beautification purposes.

Result:

The office is now surrounded with well-trimmed plants and blooming flowering plants.

Date: February 2018 Target Date: June 2018

Next Step:

The in and out surroundings of OGS must be cleaned in every first hour of the morning or earlier.


Outcome:

Cleanliness was maintained in and outside the office everyday.


Final Step/Recommendation:

Continuous maintenance of the cleanliness in and out of the office.

Conforme:

  
VERONICO D. ALMERODA  
Name of Ratee Faculty/Staff

Prepared by:

  
ANABELLA B. TULIN  
Unit Head