## COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISRATIVE STAFF**

Name of Administrative Staff: Henry P. Modina

Particulars	Numerical	Percentage Weight	Equivalent
(1)	Rating	70%	Numerical Rating
	(2)	(3)	(2x3)
1. Numerical Rating per IPCR	4.93	4.93 x 70%	3.45
Supervised/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
	4.90		

**TOTAL NUMERICAL RATING:** 

4.90

Add: Additional Approved Points, if any

**TOTAL NUMERICAL RATING:** 

4.90

**ADJECTIVAL RATING:** 

**Very Satisfactory** 

Prepared by:

Reviewed by:

Name of Staff

**Department Head** 

Recommending Approval

Dean

Approved:

BEATIRZ S. BELONIAS

**Vice President for Instruction** 

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"Exhibit B"

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

I, HENRY P. MODINA, of the Department of Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated

measures for the period July to December 2018.

	Ratee			Head of Unit					
MFO & PAPS	Success Indicators				Rat	Remarks			
		Assigned		Accomplishment	Q1	E2	Т3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer - friendly frontline service	0% complaint from client served	95% no complaint	95% no complaint	100% no complaint	5	5	5	5.00	
Messengerial Services	Number of documents delivered, facilitate and processed within the day of receipt	Deliver, facilitate and process documents within the day of receipt	80%	100%	5		5	5.00	
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintain its surroundings regularly	Clean offices, classrooms, CRs and mow grounds and maintain its surroundings regularly	1 office 3 class- rooms 2 CRs 1 ground	2 office 6 classrooms 4 CRs 2 grounds	5	5	5	5.00	

"Exhibit B"

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

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Percentage in photocopy of instructional			35	4	5	5	4.66	
materials, syllabus, course outlines and examinations	Photocopy IMS, syllabus, course outlines and examinations as requested	80%	95%	5	5	5	5.00	
							24.66	
	· 1	examinations outlines and examinations as	examinations  outlines and examinations as requested					

Average Rating(Total Over-all rating divided by 5)	4.93
Additional Points:	-
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	VS

Comments & Recommendation for Development Purpose:

Develop a system for fast retrieval of documents

S. BELONIAS President

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

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Average Rating (Total Over all rating divided by 5)	£8.#
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Approved Additional points (with copy of approval)	
PMALRATING	4.93
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Comments & Recommendation for Development Purpose:

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	Date:

Recommending Approval:

AMTONIO RI ABAMO Dean, CME

Approved by:

BEATRIZ S. BÉLONIAS Vice President Date:

1- Quality

2- Efficiency

3- Timeliness

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#### Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2013

Name of Staff: H.P. Medina Position: Ada. 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.

The staff fails to meet job requirements

Poor

1

A. (	Commitment (both for subordinates and supervisors)		S	cale	)			
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	B	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	<b>(5)</b>	4	3	2	1		
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<b>(5)</b>	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.	6	4	3	2	1		
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	0	3	2	1		
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	Œ	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	6	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	Ġ	4	3	2	1		
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	6	4	3	2	1		
12.	Willing to be trained and developed	(5)	4	3	2	1		
	Total Score	1	8					
	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	5	4	3	2	1		
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	office/department aligned to that of the overall plans of the university.					
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	e 4.83				

		Name of Head
		NANCY V. DUMAGUING
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Overall recommendation	•	

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#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Mr. Henry P. Modina

**Performance Rating:** 

Aim: To review and enhance in performing the assigned task and responsibilities as Administrative

Aide of the department

Proposed intervention to review and enhance performance:

Date: January 2018

Target: June 2018

**First Step** 

Attend seminars and trainings (NC II) especially in enhancing skills in utility and other relevant services

#### **Result:**

- Enhanced knowledge and skills in attending the utility and other relevant needs of department and VSU clients
- Enhanced camaraderie with students and colleagues

Date: July 2018

**Target Date: December 2018** 

### **Next Step:**

- Participate further seminars and trainings of the University
- Being available to extend utility services to faculty/staff and students in processing documents

### **Outcomes:**

- -Enhanced learning as support staff of the department
- -Faculty/staff and Students were assisted in processing documents and other relevant needs

#### **Final Step/Recommendation:**

Sustained administration support to the administrative staff in developing further their education/knowledge and skills by attending relevant trainings fitted to their needs and avail scholarship.

Prepared by:

**Conforme:** 

Administrative Aide

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Target, June 2018

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Prepared by:

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