

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Henry P. Modina

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

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any -
TOTAL NUMERICAL RATING: 4.90
ADJECTIVAL RATING: Very Satisfactory

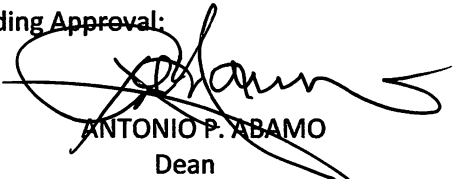
Prepared by:


HENRY P. MODINA
Name of Staff


Reviewed by:


NANCY V. DUMAGUING
Department Head

Recommending Approval:


ANTONIO P. ABAMO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

ADJUSTMENT OF THE FISCAL YEAR ADJUSTMENT OF THE FISCAL YEAR

Notes of Adjustment of the Fiscal Year

Period	Period	Period	Period
(1)	(2)	(3)	(4)
1. Number of Periods	2. Number of Periods	3. Number of Periods	4. Number of Periods
5. Number of Periods	6. Number of Periods	7. Number of Periods	8. Number of Periods
9. Number of Periods	10. Number of Periods	11. Number of Periods	12. Number of Periods

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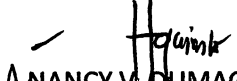
“Exhibit B”

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.


HENRY P. MODINA
Ratee

Approved:


NANCY V. DUMAGUING
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	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	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	

Technical Services	members (as appointed by the Board) to provide training and monitor the number of officers' classroom CBE's	Technical appointments within the Police and the work of the Police	1 Police Officer	2 Police Officers	2	2	2	200	
Administrative Services	of receipt from the and processed and in the day number of documents delivered	of receipt within the day processing process (receipts and delivery)	200	200	2	2	2	200	
Security Services	of compliance from front service	compliance 200 to	compliance 200 to	100% to compliance	2	2	2	200	
GENERAL ADMINISTRATIVE									
INFO & DATA	Success Indicators	Assigned	Target	Actual	OT	ES	AS	MA	Remarks

By: HEMBA P. MODINY

Approved:

Head of Unit: HEMBA P. MODINY

measures for the period July to December 2018.

I, HEMBA P. MODINY of the Department of Metropolitan Management, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

EXHIBIT B.


Other Services	Number of documents bound	Bound documents	20	35	4	5	5	4.66	
	Percentage in photocopy of instructional materials, syllabus, course outlines and examinations	Photocopy IMS, syllabus, course outlines and examinations as requested	80%	95%	5	5	5	5.00	
Total Over-all Rating								24.66	

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

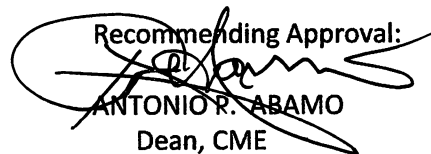
Comments & Recommendation for Development Purpose:

Develop a system for fast retrieval of documents


Evaluated & Rated by:


NANCY V. DUMAGUING
Department Head
Date: _____

Recommending Approval:


ANTONIO R. ABAMO
Dean, CME
Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President
Date: _____

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

- | Rating | Total Over all |
|--|-----------------------------------|
| Number of documents bound
Percentage in photocopy of instructional
materials syllabus, course outlines and
examinations
examinations as
requested
syllabus, course
outlines and
photocopy IMA
20%
35%
5
5
5
4.00 | 20%
35%
5
5
5
4.00 |

Instrument for Performance Effectiveness of Administrative StaffRating Period: July-December 2013Name of Staff: H.P. Medina Position: Adm. 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		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	5	4	3	2	1

SECRET - JULY 1953
II. THE UNITED STATES

The United States is a country of many different people and many different ideas. It is a country where people are free to think and to speak as they please. It is a country where people are free to follow their own paths and to live their own lives.


It is a country where people are free to choose their own leaders and to elect them to office. It is a country where people are free to join together in groups and to work for the common good. It is a country where people are free to express their opinions and to stand up for their beliefs.

It is a country where people are free to live their lives as they see fit. It is a country where people are free to follow their own dreams and to pursue their own happiness. It is a country where people are free to be who they are and to live the way they want to live.

It is a country where people are free to love and to be loved. It is a country where people are free to be kind and to be generous. It is a country where people are free to be brave and to be strong.

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	4.83				

Overall recommendation : _____


NANCY V. DUMAGUING
Name of Head

1. The purpose of this document is to provide a summary of the findings of the investigation conducted by the Department of Justice, Office of the Inspector General, regarding the activities of the [redacted] organization.

2. The investigation was conducted from [redacted] to [redacted] and involved a review of documents, interviews with [redacted] individuals, and a search of [redacted] records.

3. The results of the investigation indicate that the [redacted] organization has been engaged in activities that are inconsistent with the laws and regulations governing the [redacted] industry.

4. It is recommended that the [redacted] organization be [redacted] and that the [redacted] individuals be [redacted] for their involvement in the activities described above.

5. This document is intended to provide a summary of the findings of the investigation and is not intended to be a final report.

1. The purpose of this document is to provide a summary of the findings of the investigation conducted by the Department of Justice, Office of the Inspector General, regarding the activities of the [redacted] organization.

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:


NANCY V. DUMAGUING
Head, DCHM

Conforme:


HENRY P. MODINA
Administrative Aide

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 information to review and enhance performance:

Order: January 2018
First Step

Attend seminars and trainings (if possible) in order to enhance skills in ability and other relevant services

Reason:

- Enhanced knowledge and skills in attending the ability and other relevant needs of department and MSU clients
- Enhanced commitment with students and colleagues

Order: July 2018
Next Step

- Participate further seminars and trainings of the ability
- Being available to extend ability services to faculty and students in processing documents

Outcomes:

Enhanced learning as support staff of the department
Being available to extend ability services to faculty and students in processing documents

Final Step/Action/Conclusion

Continued administrative support to the department in order to develop further their education/knowledge and skills by attending relevant trainings fitted to their needs and skill relationship

Prepared by:

NANCY A. DUMAS
Head, DDM

Confirmed:

HENRY P. MODINA
Administrative Aide