COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JEROME G. GODOY**

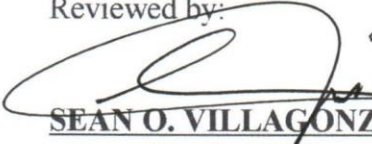| Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	4.65 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	4.8 x 30%	1.44
TOTAL NUMERICAL RATING			**4.7**

TOTAL NUMERICAL RATING: **4.7**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.7**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:
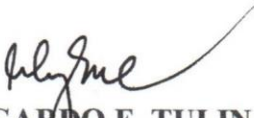
JANICEL G. OTERO
Clerk

Reviewed by:

SEAN O. VILLAGONZALO
Head of Unit

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ___JEROME G. GODOY___ , of the ___UCC___ 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___ , 2017.

Approved:

_____
JEROME G. GODOY
Ratee

_____
SEAN O. VILLAGONZALO
Head of Unit

MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Rating				Remarks
				Q^1	E^2	T^3	A^4	
1. LAN Setup and Installation	Number of LAN request Installation	10	16	5	5	4	4.6	
	Number of computer LAN setup	15	18	5	5	4	4.6	
2. Computers and Equipment Repairs	Number computers and equipment repairs	5	5	4	5	5	4.6	
3. Technical Assistance	Number of instant messaging assistance	20	25	4	5	4	4.3	
	Number of visitor assistance	2	4	4	5	5	4.6	
	Number of video streaming assisted	2	3	4	5	5	4.6	
5. User/Computer Account Maintenance	Number of computer Mac Addresses appended for Proxy Server	10	18	5	5	5	5	
6. Clerical and Utility Work	Number of supplies and materials listed	2	3	5	4	5	4.6	
	Number of utility work	5	7	5	5	5	5	
Total Over-all Rating							4.65	

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.65
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Received by:

_____
Planning Office

Date: _____

1 – quality
2 – Efficiency
3 – Timeliness
4 - Average

Calibrated by:

_____
PMT

Date: _____

Recommending Approval:

_____
REMBERTO A. PATINDOL
Vice President for Admin. And Finance

Date: _____

Approved by:

_____
EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY – DECEMBER, 2017</u>

Name of Staff: **JEROME G. GODOY**   Position: **ADMINISTRATIVE AIDE VI**

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					

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					

Overall recommendation   : _____

SEAN O. VILLAGONZALO
Name of Head