



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **LEMUEL T. LLANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.43	70%	3.10
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.20
TOTAL NUMERICAL RATING			4.30

TOTAL NUMERICAL RATING:

4.30

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.30

ADJECTIVAL RATING:

Prepared by:

LEMUEL T. LLANO
Admin. Aide

Reviewed by:

ELWIN JAY V. YU
VP for Admin and Finance

Recommending Approval:

N/A
Dean/Director

Approved:

ELWIN JAY V. YU
VP for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEMUEL T. LLANO** of the Office of the Vice President for Administration & Finance (OVPAF) commits to deliver and agree to the rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2024.

LEMUEL T. LLANO

Ratee

July 15, 2024

Approved:

ELWIN JAY V. YU

Head of Unit

July 15, 2024

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan - Dec 2024)	Actual (Jan - June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services									
PI 1: Efficient Office Management	A1. Receiving, processing, and recording of financial and administrative documents coming in and out of OVPAF	T3. Processing of routine administrative and financial documents within and outside Administration building	715	357	4	4	5	4.33	
		T1. Sorting/consolidating of documents	320	160	4	5	4	4.33	
		T2. Filing/binding of documents	20	10	4	4	5	4.33	
	A4. Frontline Services	T1. Photocopying of various documents such as, memorandum and other supporting documents	510	255	4	5	4	4.33	
		T2. Entertains queries to walk-in clients and employees	zero complaint	No complaint	4	5	4	4.33	
		T3. Serves snacks during meetings	100% completed	100%	4	5	4	4.33	
		T4. Promptly attends to phone calls	zero complaint	100%	4	4	5	4.33	
	A5. Office Maintenance	T1. Cleaning offices of Budget Office, Finance Office, Cash Office, OVPAF, CR near back door including the surroundings in the Administration Building	100% completed	100%	4	4	5	4.33	
		T2. Watering of Plants	100% completed	100%	5	5	4	4.67	
		T3. Opening & closing doors & windows in office & Conference Room	100% completed	100%	5	5	5	5.00	
Total Overall Rating					4.2	4.6	4.5	4.43	
Average Rating (Total Over-all rating divided by 4)			4.433		Comments and Recommendations for Development Purposes: <i>Attend training on personal development</i>				
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.43						
ADJECTIVAL RATING									

Rated & Evaluated by:

ELWIN JAY V. YU

Vice President for Admin. & Finance

Date: July 15, 2024

Approved by:

ELWIN JAY V. YU


Vice President for Admin. & Finance

Date: July 15, 2024

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
Receiving, processing, and recording of financial and administrative documents coming in and out of OVPAF	Received, recorded and releases financial and administrative documents	LTLlano	Jan-June 2024	/	/	/	/	
Documents Filing	Sorted/Arranged document files	LTLlano	Jan-June 2024	/	/	/	/	
Frontline Services	Entertains clients concerns/queries	LTLlano	Jan-June 2024	/	/	/	/	
Office Maintenance	Maintained the cleanliness of the office	LTLlano	Jan-June 2024	/	/	/	/	

Prepared by:


ELWIN JAY V. YU
 VP for Admin and Finance

PERFORMANCE MONITORING FORM

Name of Employee: LEMUEL T. LLANO

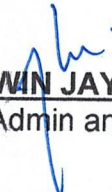
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Processing of routine administrative and financial documents within and outside Administration building	Route administrative and financial documents within and outside Administration building	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
2	Sorting/consolidating of documents	Sorted office documents	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
3	Filing/binding of documents	Bind/arranged documents	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
4	Photocopying of various documents such as, memorandum and other supporting documents	Photocopied various documents such as, memorandum and other supporting documents	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
5	Entertains queries to walk-in clients and employees	Entertained walk-in clients	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
6	Serves snacks during meetings	Served snacks during meetings	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
7	Promptly attends to phone calls	Attends to phone calls	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	

8	Cleaning offices of Budget Office, Finance Office, Cash Office, OVPAF, CR near back door including the surroundings in the Administration Building	Cleaned all offices assigned, CR near back door including the surroundings in the Administration Building	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
9	Watering of Plants	Watered all Plants	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	
10	Opening & closing doors & windows in office & Conference Room	Regularly Open & close doors & windows in office & Conference Room	Jan – June 2024	within Jan-June 2024	within Jan-June 2024	Impressive	very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ELWIN JAY V. YU
 VP for Admin and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEMUEL T. LLANO
Performance Rating: January to June, 2024

Aim: Professionally build my effectiveness as Utility/Messenger

Proposed Interventions to Improve Performance:

Date: July 24, 2024

Target Date: Jan. – June 2024

First Step:

Give suggestions on proper handling and recording of papers documents and how to improve cleanliness of area of responsibility within the surrounding of the Administration Building

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELWIN JAY V. YU
VP for Admin and Finance

Conforme:


LEMUEL T. LLANO
Admin Aide



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: LEMUEL T. LLANO


Position: Admin 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 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
Score	Total 48				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					
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 4.0					
Overall recommendation:					


ELWIN JAY V. YU
 Immediate Supervisor