

Annex P

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: **Norberto M. Managbanag**

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
		TOTAL	4.96

EQUIVALENT NUMERICAL RATING: **4.96**


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.96**

Prepared by:

Reviewed by:

  
**NORBERTO M. MANAGBANAG**  
Name of Admin Staff

  
**JACOB GLENN F. JANSALIN**  
Head, DoPAC

Recommending Approval:  
  
**CANDELARIO L. CALIBS**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

**APPENDIX 1 - TOTAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Staff Member: **John M. Thompson**

Category	Weight	Rating	Weighted Rating
1. Technical Knowledge	30%	4.0	1.2
2. Supervisory Skills	30%	4.0	1.2
3. Communication Skills	30%	4.0	1.2
4. Overall Performance	10%	4.0	0.4
<b>TOTAL</b>			<b>4.0</b>

TOTAL INDIVIDUAL RATING: **4.0**  
 Add Admin. Staff Rating: **0.0**  
**TOTAL ADMINISTRATIVE STAFF RATING: 4.0**

Reviewed by: \_\_\_\_\_

John M. Thompson  
 Chief, Admin. Staff

John M. Thompson  
 Chief, Admin. Staff

Approved: \_\_\_\_\_

John M. Thompson  
 Chief, Admin. Staff

John M. Thompson  
 Chief, Admin. Staff

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Norberto M. Managbanag**, of the Department of Pure & Applied Chemistry, **College of Arts & Sciences** 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**.

**NORBERTO M. MANAGBANAG**

**Ratee**

**Approved:**

JACOB GLENN F. JANSALIN

**Head, DoPAC**

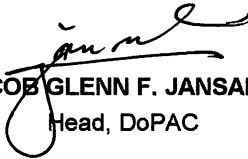
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Average Rating (Total Over-all rating divided by 6)		4.94
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

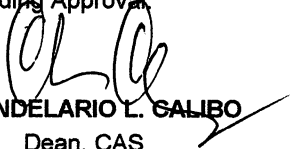
1. Attend training on DRR and basic training on fire fighting and CPR.

Evaluated & Rated by:

  
JACOB GLENN F. JANSALIN  
Head, DoPAC

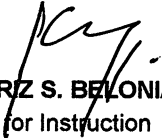
Date: \_\_\_\_\_

Recommending Approval:

  
CANDELARIO L. SALIBO  
Dean, CAS

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

Approved by:

  
BEATRIZ S. BELONIAS  
VP for Instruction

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

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2018

Name of Staff: Norberto M. Managbanag

Position: Admin Aide I(Utility)

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	2	3	4	5
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.				✓	
2. Makes self-available to clients even beyond official time					✓
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				✓	
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					✓
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.					✓
7. Keeps accurate records of her work which is easily retrievable when needed.					✓
8. Suggests new ways to further improve her work and the services of the office to its clients				✓	
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					✓
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				✓	
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					✓
12. Willing to be trained and developed					✓
Total Score					16 40

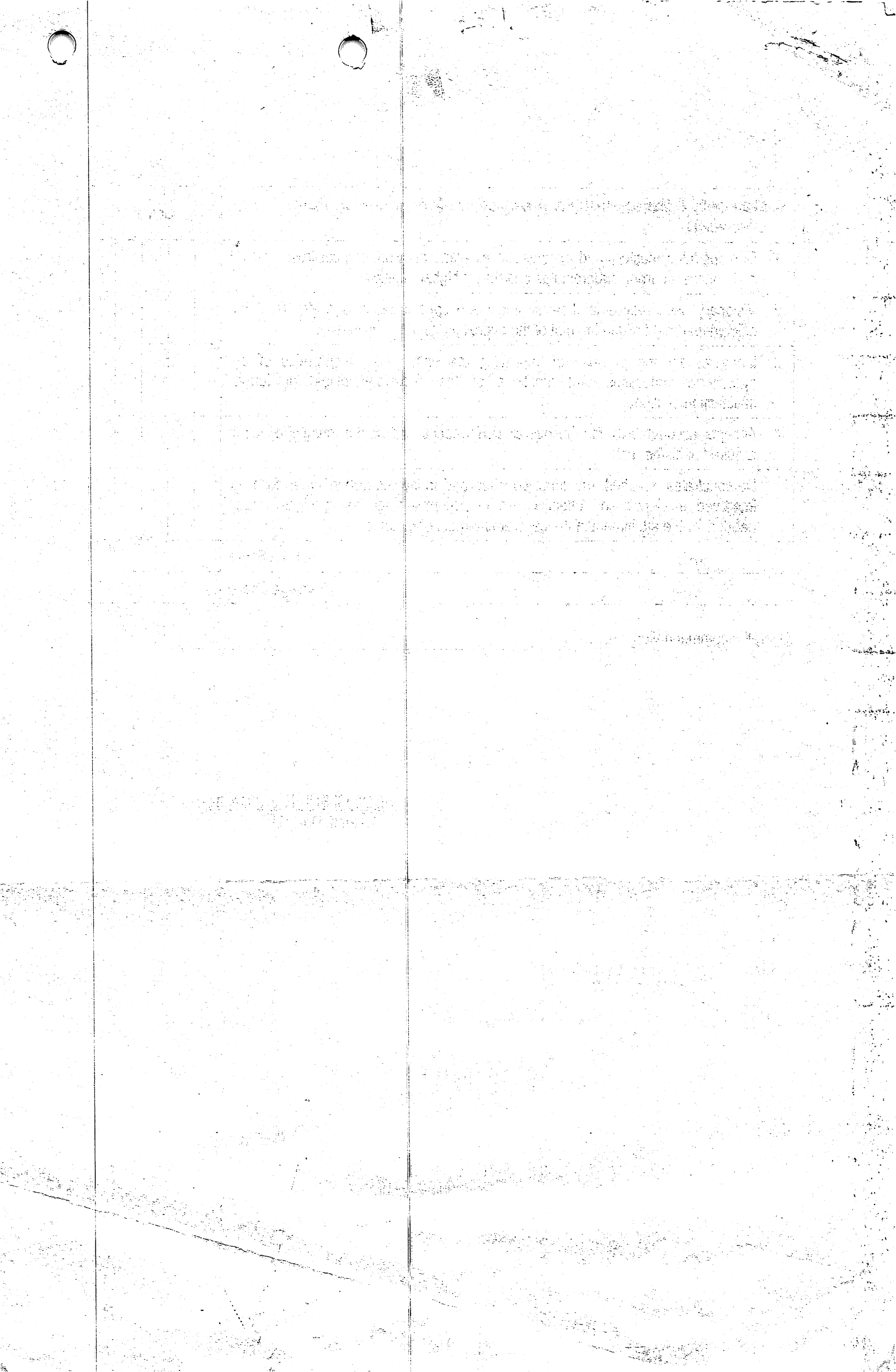
93

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						
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.						
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.						
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.						
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						
Total Score						
Average Score						

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

JACOB GLENN F. JANSALIN  
Head, DoPAC

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# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4th	

Name : NORBERTO M. MANAGBANAG

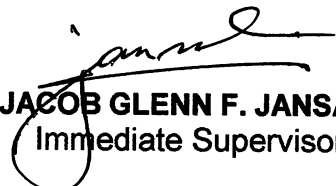
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	<ul style="list-style-type: none"><li>Find ways to interact more with the faculty.</li><li>Strict compliance to taking records &amp; copy of documents endorsed to higher offices.</li></ul>				

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**JACOB GLENN F. JANSALIN**  
 Immediate Supervisor

Noted

  
**CANDELARIO L. CALIBO**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NORBERTO M. MANAGBANAG**

Performance Rating:

Aim:

1. To encourage him to interact more with the faculty of the department.
2. To draft the manual of operation relation to his position.

Proposed Interventions to Improve Performance:

Date: Sept. 18, 2018

Target Date: Dec. 31, 2018

First Step:

1. One-on-one talk with him.
2. Encourage him to participate in all department activities like gatherings, etc.

Date:

Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

  
**JACOB GLENN F. JANSALIN**  
Unit Head

Conforme:

  
**NORBERTO M. MANAGBANAG**  
Name of Ratee Staff