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	Equivalent Numerical Rating (2 x 3)
Numerical Rating per IPCR	4.94	70%	3.46
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 A

CANDELARIO L. CALIBO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS

VP for Instruction

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Reviewed by:

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Mr. Norberto M. Managbanaq</u>, of the Department of Pure & Applied Chemistry, <u>College of Arts & Sciences</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June</u> 2018.

NORBERTO M. MANAGBANAG

Ratee

Approved:

OB GLENN F. JANSALIN

Head, DoPAC

		Natee					lead, L				
MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment		F	Rating		Remarks
			Projects			Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 5:	Support to Operations	Pl. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	25/week	25/week	5	5	5	5.00	
		Pl. 2 Number of Gov't forms facilitated , submitted on time		documents submitted on time	25/week	25/week	5	5	4	4.67	
		PI. 3 Assists staff and faculty during exams on a weekend		Assisted/Facilitated faculty/staff during saturdays in conducting exams	3/month	5/month	4	5	5	4.67	
	Student Services	PI.1 Documents requested by students served on time	Support to students	Facilitates student's requests	3/month	3/month	5	5	5	5.00	
		PI2. Assists thesis students in the conduct of thesis	oupport to students	student thesis assisted	3/month	3/month	5	5	5	5.00	
	Janitorial Services	Pl. 1Offices maintained & cleaned									
		PI 2.Number of Lecture room maintained	Janitorial	lecture room cleaned	3	3	5	5	5	5.00	
		PI 3. Number Laboratory room maintained		lab room cleaned	5	5	5	5	5	5.00	
		Maintained CRs/ surroundings		Maintained cleanliness	2 student CRS	2 student CRS	5	5	5	5.00	
		PI 2. Number of times DoPAC surroundings mowed		mowed DoPAC surroundings	once a mo.	once a mo.	5	5	5	5.00	
MFO 6:	General Administration and Support Services (GASS)										
		PI.1. Efficient and customer friendly frontline service	General Services	served with 0% complaint	zero complaint	zero complaint	5	5	5	5.00	
		Emergency assistance	Administrative	emergency assistance	1	1	5	5	5	5.00	
	Total Over-all Rating									54.33	
	Average Rating									4.94	
	Adjectival Rating						1			0	

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	0

Comments & Recommendations for Development Purpose:

1. attend training on DRR and basis fraining on five fighting and CPR.

Evaluated & Rated by:	Recommending Approval;	Approved by:
an m	OL(Q)	Ky.
JACOB GLENN F. JANSALIN Head, DoPAC	CANDÉLARIO L. CALIBO Dean, CAS	BEATRIZ S. BELONIAS VP for Instruction
Date:	Date:	Date:

1- Quality 2 - Effiency 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 Descrip
- 1			

Scale	e Descriptive Rating	Qualitative Description					
5	Outstanding	The performance almost always exceeds the job staff delivers outputs which always results to best He is an exceptional role model					
4	Very Satisfactory	The performance meets and often exceeds the job	requi	reme	ents		
3	Satisfactory	The performance meets job requirements					
2	Fair	The performance needs some development to meet	job r	equi	rem	ents	
1	Poor	The staff fails to meet job requirements					
A Comm	mitment (<i>both for subordinat</i> e	s and supervisors)			Scal		
A. Oom	munont (Dour tor Caboramato	- u.u. cupa. 1.00.0,	1	2	3	4	5
	•	ient's needs and makes the latter's experience in office fulfilling and rewarding.					
2. Ma	akes self-available to client	s even beyond official time					/
2 C.	bmits urgent non routine r	aparta required by higher offices/agoneies such as			1		1

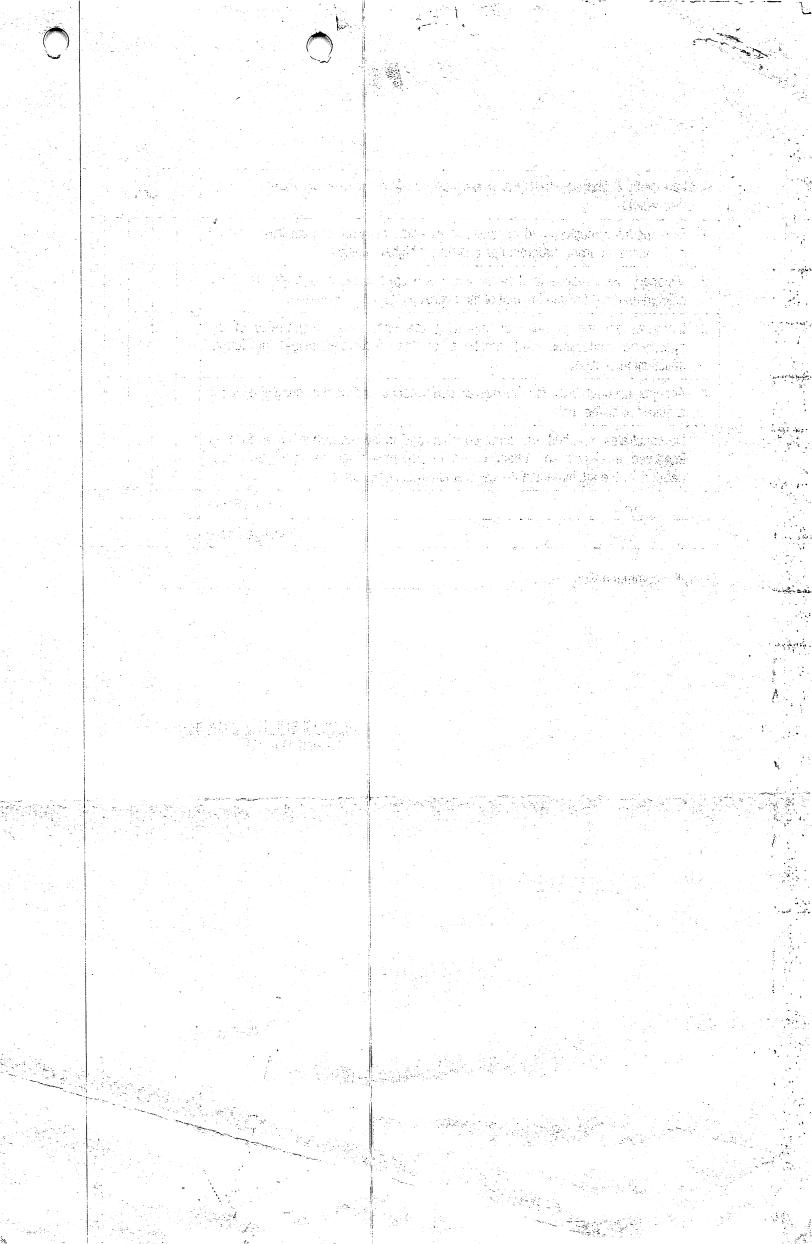
		1	2	3	4	5_
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.					
2.	Makes self-available to clients even beyond official time					/
3	Submits urgent non-routine reports required by higher offices/agencies 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

	_eadership & Management (For supervisors only to be rated by higher supervisor)	S	cale	
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

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	2 nd	A R
1	3 rd	T
1	4th	R

Name (

NORBERTO M. MANAGBANAG

Head of Office: **JACOB GLENN F. JANSALIN**

Number of Personnel: _____

Others (Pls. specify)	Remarks
•	Remarks
	1

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:

COB GLENN F. JANSALIN Unit Head

Conforme:

NORBERTO M. MANAGBANAG
Name of Ratee Staff