



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


LEMUEL T. LLANO
Name of Staff

Approved:


DANIEL LESLIE S. TAN
VP for Administration 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 targets in accordance with the indicated measures for the period **January 1 - June 30, 2023**.

LEMUEL T. LLANO
Ratee

Approved:

DANIEL LESLIE S. TAN
Head of Unit

MFOs & PAPs	Project/Activity	Tasks Assigned	Acomplishments		Percent Accomplishment	Rating				Remarks	
			Target	Actual		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 A3. Documents Filing	T3. Processing of routine administrative and financial documents within and outside Administration building	350	653	187%	5	5	4	4.67	Included the number of documents received and released in the absence of receiving clerk.	
		T1. Sorting/consolidating of documents	150	223	149%	5	5	4	4.67		
		T2. Filing/binding of documents	20	33	165%	5	5	5	5.00		
	A4. Frontline Services	T1. Photocopying of various documents such as, memorandum and other supporting documents	250	401	160%	5	5	4	4.67		
		T2. Entertains queries to walk-in clients and employees	zero complaint	zero complaint	100%	5	5	4	4.67		
		T3. Serves snacks during meetings	100% completed	100% completed	100%	5	5	5	5.00		
		T4. Promptly attends to phone calls	zero complaint	zero complaint	100%	5	5	4	4.67		
	A5. Office Maintenance	T1. Cleaning offices of Budget Office, Finance Office, Cash Office, OVPAF, CR near back door including the sorroundings in the Administration Building	100% completed	100% completed	100%	4	5	5	4.67		

		<u>T2.</u> Watering of Plants	100% completed	100% completed	100%	5	5	5	5.00	
		<u>T3.</u> Opening & closing doors & windows in office & Conference Room	100% completed	100% completed	100%	5	5	5	5.00	
Total Overall Rating						49	50	47	48.000	
Average Rating (Total Over-all rating divided by # of entries)			4.80		Comments & Recommendations for Development Purpose: Very Responsible in his duties... Recommend to attend trainings related to his assigned duties & responsibilities.					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.80							
ADJECTIVAL RATING										

Rated & Evaluated by:



DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

Date: JUL 18 2023

Approved by:



DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

Date: JUL 18 2023



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 2023

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

Position: **ADMINISTRATIVE 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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 4.83				
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	N/A				
Average Score	4.83				

Overall recommendation : _____


DANIEL LESLIE S. TAN
 VP for Administration and Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEMUEL T. LLANO
Performance Rating: January 1 - June 30, 2023

Aim: Professionally build my effectiveness as Utility/Messenger

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Give suggestions on proper handling and recording of papers and documents and how to improve cleanliness of area of responsibility (AOR) within the surrounding of the Administration Building.

Result: Capable in handling papers and documents with good relationships to colleagues and immediate supervisors.

Date: _____ Target Date: _____

Next Step:

Outcome: Excellent work ethics.

Final Step/Recommendation:

Recommend to attend to some technical skills training.

Prepared by:


DANIEL LESLIE S. TAN
Unit Head

Conforme:


LEMUEL T. LLANO
Name of Ratee Staff