



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARTURO B. ALBA JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: **Outstanding**


Prepared by:

Reviewed by:



ARTURO B. ALBA JR.
Name of Staff


CHARIS B. LIMBO
Department/Office Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Arturo B. Alba Jr.**, Administrative Aide of the Institute of Human Kinetics 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, 2022.**

ARTURO B. ALBA JR.

Ratee

CHARIS B. LIMBO

Director, IHK

Date: 07-11-22

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Number of gradesheets forwarded to Registrar's office	Documents submitted to Registrar Office	100	100	4	5	5	4.67	
	Number of completion of grades submitted to Registrar's Office	Processed documents as requested	20	20	4	4.5	4.5	4.33	
Messengerial Services	Number of documents submitted/ process/ followed up within the day of receipt:	Documents submitted/ processed/ followed-up for approval							
	Travel Order /RIS /Trip Tickets /Purchase Request		10	15	5	5	5	5	
	DTRs/CSRs		50	60	5	5	5	5	
	Class Rosters		100	115	5	5	5	5	
	-Payroll for JO Personnel		11	11	4	4.5	4.5	4.33	
	- Cash Advance Replenishment/ Liquidation		8	8	4	4.5	4.5	4.33	
	- Pre-travel Vouchers	Travel reimbursement attendance to seminar/ workshop through webinar	4	6	5	4.5	4.5	4.67	

	- Contract of Services		8	8	4	4.5	4.5	4.33	
	- Clearance processing		8	8	4	4	5	4.33	
	- Communications/ Notices of Meeting	Delivered notices/communications to different offices/dept.	350	50/4 mos	4	4	4	4	
Janitorial Services	Number of students' male and female comfort rooms, shower rooms cleaned and maintained within the day	Cleaned CR male and female students & faculty male/female cleaned and maintained	4	2x a day	4	4.5	4.5	4.33	
	Number of faculty offices, classrooms and comfort rooms disinfected daily	Disinfected faculty & staff offices and classroom wherein they conducted their on line classes	10	10/day	4	4.5	4.5	4.33	
Other Services	No. of Instructional Materials reproduced/ risographed within specified time	Reproduced instructional materials	5,000						On line classes
	No. of Instructional Materials for softbinding within specified time	Binded Instructional Materials	5,000						On line classes
	Number of sports facilities prepared/layed-out for scheduled sports activities of the university	Prepared/laid outs sports facilities	6						no sports facilities prepared due to pandemic
	Service PE 14 venues for practical exams		3						Still no face-to-face classes
	VSU Anniversary Goodwill Games		20						Conducted only Virtual sports activites
	Faculty/Staff & Students Intramural Games		5						no activities due to pandemic
	Varsity athletes practices		5						No face-to-face classes
	No. of athletic supplies/ equipment/transported from stockroom to athletic venues of the University scheduled sports activities		50						no university sports facilities prepared due to pandemic

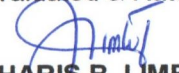
	Service PE 14 venues for practical exams		5						Still no face-to-face classes
	VSU Anniversary Goodwill Games		50						Conducted only Virtual sports activities
	Faculty/Staff & Students Intramural Games		10						no university sports activities conducted due to pandemic
	Varsity athletes practices								
	Number of rackets served per clientele	Regutting of rackets served	2	2	3	3	3	3	
Total Over-all Rating					64	67.5	69	66.7	
Averaged Rating					4.27	4.5	4.57	4.44	17.78

Average Rating (Total Over-all rating divided by 4)	17.78	4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Can always counted on to work overtime when necessary without complain.

Evaluated & Rated by:


CHARIS B. LIMBO

Unit Head

Date: 07-11-22

Recommending Approval:


BAYRON S. BARREDO

College Dean

Date: 7-12-22

Approved:


BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022

Name of Staff: Arturo B. Alba Jr.

Position: Administrative Aide III

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		60				
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 : Keep up the good work !


CHARIS B. LIMBO

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARTURO B. ALBA, JR.**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the up keep of the area assigned

Proposed Intervention to Improve Performance:

Hire additional utility worker to help the bulk of work since the office is always involved in the University-wide activities.

Date: July- Dec. 2022

Target Date: July-Dec. 2022

First Step:

* Hire additional utility to help in the jobs assigned

Result:

* Ensure clean and safe environment

Date: July -December 2022

Target Date: July - December 2022

Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

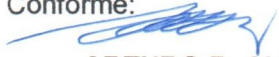
Final Step/Recommendation:

The employee has a very good work attitude, with the bulk of work additional utility can be of great assistance.

Prepared by:


CHARIS B. LIMBO
Unit Head

Conforme:


ARTURO B. ALBA JR.
Name of Ratee/Staff