COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF Rating Period January-June 2017 (Accomplishments)

Name of Administrative Staff: ARMANDO M. PABON

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1.	Numerical Rating per IPCR	4.83	70%	3.38
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
		TOTAL NU	MERICAL RATING	4.73

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ARMANDO M. PABON

Name of Staff

Department/Office Head

Recommending Approval:

PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE (COMMITMENT & REVIE'W FORM (IPCR)

I, ARMAND O M. PABON, of the Department of Pest Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the to June 2017 indicated mreasures for the periord January 2017

ARMAN DO M. PABON
Flatee

Approved:

JESUS TOL. HIM Head Unit

				~	Rating				
MF ₁ O & PAPs	Success Indicator	Tasks Assiigned	Target	Actual	01	E2	T3	A41	Remarks
				Accomplishment					
Administr ative Support	# of rooms maintained	Number cleanliness and	7	11	4	4	2	4.33	
Services		orderliness of DP M							
	Area of lawns maintained	Maintained cleariliness of	1000 scy.m.	1000 sq. m.	2	2	2	5.0	
		dept. lawns, insicle and							
		outside of the building							
	# of plants cared	Takes care of the plants both	50	100	5	2	2	5.0	
		inside and outside the DPM							
		building							
	# of papers/pages mimeograph ed	Mimeographs course outline,	0,009	8000	5	2	2	5.0	
		lab. exercises, handouts,							
		office forms and etc.							
	# of supplies withdrawn	Assist in the with drawal of	10	10	rV.	4	2	4.67	
		supplies from supply office							
	# of garbage disposed	Assist in disposal of garbage	25	20	Ŋ	2	2	5.0	
		in garbage dump site							
Total Overall Rating								29/15 = 4.83	1.83

Average Rating (Tota Over-all rating divide:d by 4)	-all rating divide:d by 4)		4.83	
Additional Points:				
Punctuality				
Approved Additional points (with copy of a pproval)	(with copy of a pproval)			
FINAL RATING			4.83	
ADJECTIVAL RATING			OUTSTANDING	
Received by: Calib	Calibrated by: Recommendi	Recommending A pproval: Approved by:		
DANNEL M. TUDTUD, JIR. Planning Officer	REMBERTO A. PATINDOL PNAT	BEATRIZ S. BELONIA S Vice President for Instruction	E:DG/	F:DGAROD E. TULIN President
Date:	Date:	Date:	Dat:e: _	

Quality
 Efficiency
 Timeliness
 Average

Instrum. It for Performance Effectiveness of Administrative Staff Rating Period January-June 2017 (Accomplishments)

Name of Staff: <u>ARMANDO M. PABON.</u>

Position: Adm. Aide III(Utilityman)

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.

		Average Score	4.5				
		Total Score	54	=_	·re,		
	incoded for the att		61 '				
	their improved efficienc	y and effectiveness in accomplishing their assigned ainment of the calibrated targets of the unit.				-	
5.	Demonstrates, teaches,	monitors, coaches and motivates subordinates for	5	4	3	2	
4.	output required of his/h	or the overall performance and in delivering the per unit.	5	4	3	2	
1	satisfaction of clients.						
	operational processes a	nd functions of the department/office for further	,	7	J	2	
3.	Innovates for the purpo	se of improving efficiency and effectiveness of the	5	4	3	2	
2.	Visionary and creative t	o draw strategic and specific plans and targets of aligned to that of the overall plans of the university.	5	4	3	2	
	respect and confidence	from subordinates and that of higher superiors.	5	4	3	2	
1.	supervisor)	and expertise in all areas of work to gain trust,			Scale		
В.	Leadership & Managem	ent (For supervisors only to be rated by higher			C I		
12.	Willing to be trained an		5	(4)	3	2	
	improvement of his wo	rk accomplishment.	0.	~			
11.	Accepts objective critic	sms and opens to suggestions and innovations for	(5)	4	3	2	-
	increase effectiveness of	of the office satisfaction of clientele					
	functions the outputs o	f which results as a best practice that further	5	(4)	3	2	
10.	attainment of the funct	ions of the university. during lean periods by performing non-routine				_	-
	the assignment is not re	elated to his position but critical towards the				-	
9.	Accepts additional task	s assigned by the head or by higher offices even if	5	(4)	3	2	+
8.	Suggests new ways to f office to its clients.	urther improve her work and the services of the	(5)	4	3	2	
7.	needed.	of her work which is easily retrievable when	(3)	4	3	2	
	when going out on per- work.	sonal matters and logs out upon departure from	5	4)	3	2	
6.	assisting co-employees	who fail to perform all assigned tasks. ork on time, logs in upon arrival, secures pass slip		~			-
5.	outputs within the pres Commits himself/herse	elf to help attain the targets of his/her office by	(5)	4	3	2	-
4.	overtime pay. Accepts all assigned tas	ks as his/her share of the office targets and delivers	(5)	4	3	2	1
	such as CHED, DBM, CS agencies within specific	CC, DOST, NEDA, PASUC and similar regulatory ed time by rendering overtime work even without					
3.	Submits urgent non-ro	utine reports required by higher offices/agencies	5	(4)	3	2	+
2.	Makes self-available to	clients even beyond official time.	(3)	4	3	2	+
1.	Demonstrates sensitivi experience in transacti	ty to client's needs and makes the latter's ng business with the office fulfilling and rewarding.	5	4	3	2	
A.	A. Commitment (both for subordinates and supervisors)				Scale	2	_
1	Poor	The staff fails to meet job requirements	. 100 11	oquii c	mem		
2	Fair	The performance needs some development to meet	ioh re	equire	ment	te	
3	Satisfactory	The performance meets job requirements	equire	ment	.5		_
4	Very Satisfactory	exceptional role model The performance meets and often exceeds the job r				: 15 a11	
2	Outstanding	The performance almost always exceeds the job red delivers outputs which always results to best practic	uirem	ents.	The:	staff	
5	Outstanding	Qualitative Description					

Overall recommendation:

VESUSITO L. LIM