



143

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORBERTO M. MANAGBANAG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.841

TOTAL NUMERICAL RATING: 4.841

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.841

FINAL NUMERICAL RATING 4.841

ADJECTIVAL RATING: Outstanding

Prepared by:

NORBERTO M. MANAGBANAG
Name of Staff

Reviewed by:

JACOB GLENN F. JANSALIN
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

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 2020**.

NORBERTO M. MANAGBANAG

Ratee

Approved: 

JACOB GLENN F. JANSALIN

Head of Unit

CANDELARIO L. CALIBO

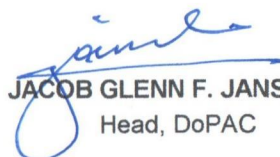
Dean, CAS

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
General Administration and Support Services (GASS)	P1. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	20/week	26/week	5	5	5	5	
	P1. 2 Number of Govt forms facilitated, submitted on time		Documents submitted on time	20/week	25/week	5	5	5	5	
	P1.3 Assists staff and faculty during exams on a weekend		Assisted /Facilitated faculty /staff during Saturdays in	1/month	2/month	5	5	5	5	
Student Services	P1. 1 Documents requested by students served on time	Support to students	Facilitates student's request	2/month	2/month%	5	5	5	5	
Janitorial Services	P1 .1 Offices maintained and cleaned	Janitorial	DoPAC office cleaned	twice a day	once a day	5	5	4	4.67	
	P1. 2 Number of lecture room	Janitorial	lecture room cleaned	4	4	5	5	4	4.67	
	P1. 3. Number of laboratory room		laboratory room cleaned	4	4	5	5	4	4.67	
	Maintained CR's/ surroundings		Maintained cleanliness	2 student CR's & 2 Faculty & Staff CR'2	3 student CR's & 2 Faculty & Staff CR's	5	5	5	5	
	P1 .2 Number of times DoPAC surroundings mowed		mowed DoPAC surroundings	twice a month	twice a month	5	5	4	4.67	

Average Rating (Total Over-all rating divided by		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		0

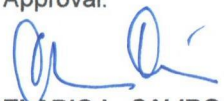
Comments & Recommendations for Development Purpose:
 attend seminar/workshops
 on personality development

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Head, DoPAC

Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, CAS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY –JUNE 2020

Name of Staff: NORBERTO M. MANAGBANAG Position: ADM. 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score					
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 : Attend training on Personality development.


JACOB GLENN F. JANSALIN
 Printed Name and Signature
 Head of Office