

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**January-June 2016**

Name of Administrative Staff: Felix C. Abanera

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	30%	1.20
<b>TOTAL NUMERICAL RATING</b>			<b>4.37</b>

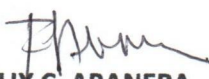
TOTAL NUMERICAL RATING: 4.37

Add: Additional Approved Points, if any:                     


TOTAL NUMERICAL RATING: 4.37

ADJECTIVAL RATING: VS

Prepared by:

  
**FELIX C. ABANERA**  
 Name of Staff

Reviewed by:

  
**LOURDES B. CANO**  
 Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **FELIX C. ABANERA**, of the Office of the Director for Administration and Human Resource Development 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 1, 2016 to June 30, 2016.

**FELIX C. ABANERA**

Ratee

**LOURDES B. CANO**

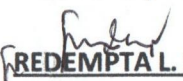
Rater


MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2015	Accomplishments		Rating				Remarks
				Actual Accomplishment	%age	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations										
UMFO 6: General Administration and Support Services										
OVPAF MFO 1: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI.1 Efficient and customer friendly frontline service	Entertains clients and serve them promptly, efficiency and effectively	Entertains faculty and staff needing assistance or services of the office	zero complaint from clients served	zero complaint from clients served	100%	5	5	5	5.00	
PI.2 . No. of administrative services and financial/ administrative documents acted within time frame		Acts as alternative public desk assistance officer of the office	zero complaint from clients served	zero complaint from clients served	100%	5	5	4	4.67	
		Reproduces office documents	5000 copies	6610 copies	132%	5	4	4	4.33	
	Efficient Janitorial and Messengerial Services	Cleans the assigned offices, & CRs twice a day and maintains its cleanliness	100% completed	100% completed	100%	5	4	4	4.33	
		Maintains the surroundings and indoor plants	100% completed	100% completed	100%	5	4	5	4.67	
		Provides transportation service to staff doing official business in the lower campuses	100% complied	100% complied	100%	5.0	5	4	4.67	
	Processing of financial and personnel related documents	Forwards documents, notices to addressee departments/units and follows up compliance of appointments related documents	2000 documents released a day from receipt	2207 documents released a day from receipt	110%	5	5	4	4.67	


MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2015	Accomplishments		Rating				Remarks
				Actual Accomplishment	%age	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Follows up all documents emanating from the office for processing in other units of the university including referendums, minutes and other documents	100 documents processed	135 documents processed	135%	5	4	4	4.33	
	A4: Performing ad hoc assignments including accreditation & marketing & promotions	Performs ad hoc assignments from the President	100% complied	100% complied	100%	5	4.0	4	4.33	
ODAHRD MFOS. Personnel Development & Management services					100%					
PI 12. No. of in-house HRD interventions conducted/facilitated	No. of in-house trainings assisted as to venue preparation	Assists in preparing venues, requests the needed supplies, installing multi-media and transporting snacks & other supplies for use during trainings	100% complied	100% complied	100%	5	4	4	4.33	
Total Over-all Rating									45.3	

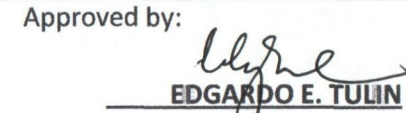
Average Rating (Total Over-all rating divided by 10)	4.53
Additional Points:	
Punctuality	XX
Approved Additional points (with copy of approval)	XX
FINAL RATING	4.53
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

Received by:  
  
**REDEMPTA L. SORIA**  
 Planning Office

Calibrated by:  
  
**REMBERTO A. PATINDOL**  
 PMT

Recommending Approval  
  
**REMBERTO A. PATINDOL**  
 Vice President

Approved by:  
  
**EDGARDO E. TULIN**  
 President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016

Name of Staff: Felix C. Abanera 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		48				

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	4.00				

**Overall recommendation:**

Should always be in the office when there are no messengerial works to be done.

  
LOURDES B. CANO  
Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Felix Abanwa  
Performance Rating: \_\_\_\_\_

Aim: To improve his performance and reliability in the office

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July - Dec. 2016

First Step: One-on-one meeting advising him to stay put in office if he has no errand / managerial work.

Result: Improved a little but still, there are instances he can not stay in office

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: Warned him to leave pass slip if he goes to lower offices for info.

Outcome: None yet

Final Step/Recommendation:

Strictly impose his staying by providing him table.

Prepared by:

Louise B. An  
Unit Head