COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISTRATIVE STAFF**

Name of Administrative Staff:

CARLITO SUGANOB

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.71	70%	3.29
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
		4.67		

TOTAL	NUMERICAL	RATING:	

4.67

Add: Additional Approved Points, if any:

FINAL NUMERICAL RATING

4.67

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CARLITO SUGANOB

Name of Staff

Recommending Approval:

Dean, CAFS

Approved:

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Mr. Carlito O. Suganob</u>, of the <u>Department of Food Science and Technology</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u> to <u>December</u>, <u>2017</u>.

CARLITO O. SUGANOB

Ratee

Approved:

Y C. EMNACE

Head of Unit Rating Remarks **Description of** Program/ Activities/ Success Indicators Actual MFO's/PAPs **Tasks Assigned Target** Efficiency **Timeliness** Average **Projects** Quality Accomplishment Advanced & Higher Number of Instructional Encoding Encodes FTec 121, FTec 95% 96% 5 4.67 **Education Services** Materials encoded 131, FTec 153, FTec 155, FTec 163, FTec 150 exercises, manuals, hand outs, course outlines. Number of exams. Reproduction tasks Assigned 95% 98% 5 5 5 5.00 exercises, instrument for evaluation reproduced Number of OPCR, IPCR, Preparation and Encodes faculty and 95% 100% 5 5 4.67 PPMP encoded and submission of administrative OPC. reproduced IPCR, PPMP and documents reproduced Number of exams collate Collating Collate exams and 95% 100% 5 5 4.67 exercises Number of Report Student Recording Recorded of students 95% 99% 5 5 4.67 Completion Grades recorded completion grades in the grade sheets General Administration and Support Services (GASS) Efficient and 0% complaint from client Frontlliner Frontlining No valid complaint 100% no 5 5 5.00 customer friendly served complaint frontline service Student Services Documents requested by students served on time 1. Number of overtime work Issuing of overtime Facilitates students in 95% 100% 5 5 5.00 5 permit issued to students permit issuance of permits

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,	Number of Registration Permit Issued	Preparation and submission of documents	Issuance of BSFT registration form	95%	100%	5	5	5	5.00	
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period.	Evaluation Facilitator	Facilitates Teachers Performance Evaluation	12	24	5	5	5	5.00	
Secretariat Works	Number of Incoming and Outgoing documents recorded & released	Recording	Recording Incoming and outgoing documents	90 documents	120	5	4	4	4.33	
	Number of Incoming memo's, letters recorded	Recording	Recording of incoming memo's, letters	100 documents	130	5	4	4	4.33	
	Number of documents prepared and submitted on time:	Preparation and submission of documents	Prepared and submit documents on time	95%	98%	5	5	4	4.67	
	1. Individual Faculty Workload									
	Actual Teaching Load Projected faculty wokload for the succeeding semester									
	Standard government forms (CSR's,									
AACCUP Accreditation	BSFT Program (Level 3, Phase I Accreditation)		Gathered documents for Area I	1 area	1 area	5	4	5	4.67	
Other Services	Number of DFST documents consolidated/files	Consolidating/filing	Consolidate/bound of DFST documents/files	140 documents	160	5	4	4	4.33	
	proposal encoded	Encoding	Encoded research proposal for possible funding	1	1	5	5	5	5.00	
	Number of terminal report encoded	Encoding	Number of terminal report encoded	1	1	5	5	5	5.00	
Total Over-all Rating									76.00	
Average Rating									4.75	
Adjectival Rating									0	

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Recommending Approval

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Chairman, PiviT

Pice Pres. for Administration & Smance RIGHRATO A PATIMON.

President EGRASCO E. T. LM

Average Rating (Total Over-all rating divided by 4)	4.75
Additional Points:	
Approved Additional points (with copy of approval)	· · · · · · · · · · · · · · · · · · ·
FINAL RATING	4.75
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:

Improve timeline and efficiency in preparing documents required by the faculty member in the department.

Evaluated & Rated by:

Department Head Date:

177

VICYOR B. ASIO

Recognized Approval:

Dean, CAFS Date:

Approved by;

BEATRIZ'S. BELONIAS
Vice President for Instruction

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: CARLITO O. SUGANOB Position: Admin. Aide VI

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)		5	Scale	9.	
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	3	4	3	2	1
	Total Score	3	6	WATER AND ADDRESS OF THE PARTY	hanara parena narena	dessorans
	Leadership & Management (For supervisors only to be rated by higher supervisor)		Ş	Scale	9	
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	5	4	3	2	1

	Average Score	4	DZ.			
-12	Total Score	રૂટ				
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
	office/department aligned to that of the overall plans of the university.					

Overall	recommendation
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PERFORMANCE MONITORING FORM

Name of Employee: **CARLITO SUGANOB**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Rec ommendation
1	Delivers of office communications, memo, & etc.	Very Satisfactory	January 1, 2018	June 31, 2018	May 15, 2018	Very Impressive	Very Satisfactory	
2	Follow up vouchers, purchase requests, travel orders and other request of the office.	Very Satisfactory	January 1, 2018	June 31, 2018	May 17, 2018	Very Impressive	Very Satisfactory	
3	Maintains the proper upkeep of the office and its surroundings.	Very Satisfactory	January 1, 2018	June 31, 2018	June 15, 2018	Very Impressive	Very Satisfactory	Saud of Lor
4	Monitors the properties and equipment of the office.	Very Satisfactory	January 1, 2018	June 31, 2018	June 22, 2018	Very Impressive	Very Satisfactory	
5	Assists and monitors the delivery and issuance of construction materials.	Very Satisfactory	January 1, 2018	June 31, 2018	June 31, 2018	Very Impressive	Very Satisfactory	

^{*}Either very impressive, impressive, needs improvement, poor, very poor **Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee Performance Rating

: CARLITO SUGANOB : 4-GF OUTSTANDING

Aim:

To improve percentage of requested documents on time

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2018

Target Date: March 2018

First Step:

Monitor Mr. Suganob's performance regarding faculty request of documents

Result:

Majority of requested documents were prepared on time.

Date: April 2018

Target Date: June 2018

Next Step:

One-on-one meeting with Mr. Suganob

Outcome:

His performance specific to document preparation has improved

Final Step/Recommendation:

Required Mr. Suganob to facilitate preparation of documents as required by the Faculty.

Prepared by:

Conforme:

CARLITO SUGANOB

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