

Annex P

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
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67
Add: Additional Approved Points, if any: _____

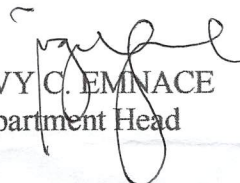
FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: Outstanding

Prepared by:


CARLITO SUGANOB
Name of Staff

Reviewed by:


IVY C. ELMACE
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

CARLITO O. SUGANOB

Ratee

Approved:

IVY C. EMNACE

Head of Unit

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Instructional Materials encoded	Encoding	Encodes FTec 121, FTec 131, FTec 153, FTec 155, FTec 163, FTec 150 exercises, manuals, hand outs, course outlines.	95%	96%	5	5	4	4.67	
	Number of exams, exercises, instrument for evaluation reproduced	Reproduction	tasks Assigned	95%	98%	5	5	5	5.00	
	Number of OPCR, IPCR, PPMP encoded and reproduced	Preparation and submission of documents	Encodes faculty and administrative OPC, IPCR, PPMP and reproduced	95%	100%	5	5	4	4.67	
	Number of exams collate	Collating	Collate exams and exercises	95%	100%	5	5	4	4.67	
	Number of Report Student Completion Grades recorded	Recording	Recorded of students completion grades in the grade sheets	95%	99%	5	5	4	4.67	
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontliner	Frontlining	100% no complaint	No valid complaint	5	5	5	5.00	
Student Services	Documents requested by students served on time									
	1. Number of overtime work permit issued to students	Issuing of overtime permit	Facilitates students in issuance of permits	95%	100%	5	5	5	5.00	

	2. 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									
	2. Actual Teaching Load									
	3. Projected faculty workload for the succeeding semester									
	4. Standard government forms (CSR's.									
AACCUP Accreditation	BSFT Program (Level 3, Phase I Accreditation)	Gathering of documents for Area I	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	
	Number of research 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									O	

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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

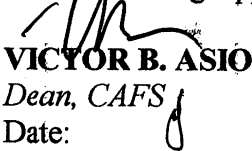
Comments & Recommendations
for Development Purpose:

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

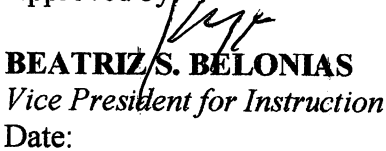
Evaluated & Rated by:


IVY C. EMNACE
Department Head
Date:

Recommending Approval:


VICTOR B. ASIO
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

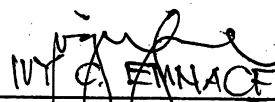
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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)		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		56				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	22				
Average Score	4.59				

Overall recommendation : _____


 Name of Head

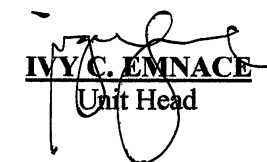
PERFORMANCE MONITORING FORMName of Employee: **CARLITO SUGANOB**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
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	
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:


IVY C. EMNACE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : CARLITO SUGANOB
Performance Rating : 4-~~GT~~ 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:


MY C. ENNACE
Unit Head

Conforme:


CARLITO SUGANOB
Ratee

EXHIBIT

EMPLOYEE EVALUATION

DATE: 12/15/11
BY: [Signature]

Name of Employee
Performance Rating

For the purpose of this evaluation, the

employee is being evaluated on the basis of his/her performance during the period of time specified in the evaluation.

Employee's Name

Employee's Name

Rate

For the purpose of this evaluation, the

Rate

History of a current document and review of the

Employee's Name

Employee's Name

Rate

For the purpose of this evaluation, the

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