



## EPARTMENT OF PURE AND APPLIED CHEMISTRY

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63-563-7747 Email: dopac@vsu.edu.ph Website: www.vsu.edu.ph

#### 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)
Numerical Rating per IPCR	4.92	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	30%	1.47
	TOTAL NUM	MERICAL RATING	4.91

TOTAL	NUMER	RICAL	RATING:

Add: Additional Approved Points, if any:

**TOTAL NUMERICAL RATING:** 

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

NORBERTO M. MANAGBANAG

Name of Staff

Reviewed by:

**ELIZABETH S. QUEVEDO** 

Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

EDGARDO E. TULIN

President, VSU

No. 22-01

#### 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 accomplishments in accordance with the indicated measures for the period July to December 2022.

NORBERTO M. MANAGBANAG

**ELIZABETH S. QUEVEDO** 

Approved:

A. THERESA P. LORETO

Ratee NWW

Head of Unit 0/ /3/24

Dean, CASJAN 0 4 7

						Rating			Remarks	
Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
General	PT. T Number of									
Administration	memoranda and other		Documents	30/week	254	5	4	4	4.33	
and Support	documents served on		delivered within	30/week	35/week	5	4	4	4.33	
Services (GASS)	time	Administrative	specified time							
	PT. 2 Number of Gov t forms facilitated, submitted on time		Documents submitted on time	20/week	30/week	5	5	5	5.00	
Janitorial Services	P1 .1 Offices maintained and cleaned	Janitorial	Offices cleaned	90%	95%	5	5	5	5.00	
	P1. 2 Number of lecture room maintained	Janitorial	lecture room cleaned	5%	5%	5	5	5	5.00	
	P1. 3. Number of laboratory room		laboratory room	5%	5%	5	5	5	5.00	
-	Maintained CR's/ surroundings		Maintained cleanliness	2 student CR's & 2 Faculty & Staff CR'2	2 student CR's & 2 Faculty & Staff CR'2	5	5	5	5.00	
	P1 .2 Number of times DoPAC surroundings mowed		mowed DoPAC surroundings	once a month	once a month	5	5	5	5.00	
	P1.1 Efficient and customer friendly frontline service	General services	served with 0% complaint	zero complaint	zero complaint	5	5	5	5.00	
Other Services	Emergency assistance	Administrative	emergency assistance	4	15	5	5	5	5.00	
	Total Over-all Rating								44.33	
	Average Rating								4.92	
	Adjectival Rating								0	

Evaluated & Rated by:

ELIZABETH S. QUEVEDO

Department Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO

Dean, College of Arts & Sciences

JAN 0 4 2023

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Average Rating (Total Over-all rating divided by	4-92
Additional Points:	
Punctuality	
Approved Adcitional points (with copy of approval)	
FINAL RATING	4-92
ADJECTIVAL RATING	Outfording

Comments and Recommendation for Development Purpose:	-
Attendance to seminar-workshop-training on computer program literacy should be done	
Commitments on assigned tasks should be met	

Evaluated & Rated by:

**ELIZABETH S. QUEVEDO** 

Head, DoPAC
Date: 8/6/13

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS Date: JAN 0 4

0 4 2023

Approved by:

BEATRIZ S. BELONIAS

VP for Instruction

Date:

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





# PARTMENT OF PURE AND APPLIED CHEMISTRY

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY, 2022 to DECEMBER, 2022**Name of Staff: NORBERTO M. MANAGBANAG

Position: ADMINISTRATIVE 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	<b>Descriptive Rating</b>	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)		9	Scal	е	
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 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 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 his 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	59				

	eadership & Management (For supervisors only to be rated by higher upervisor)		S	Scale	Э	
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				= 83	3
	Average Score			4.9		

Overall recommendation

Works well with colleagues and self-available in delivering outputs for clients beyond official time.

ELIZABETH S. QUEVEDO
Printed Name and Signature
Head of Office

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO M. MAN Performance Rating:	AGBANAG
Aim: Aspire for an outstanding Administration	ve Staff
Proposed Interventions to Improve Performa	nce:
Date: January, 2023	Target Date: June, 2023
First Step:	
Regular attendance to computer lit	eracy training /workshop
Results:	
Date:	Target Date:
Next Step:	
Outcome:	
Final Step/Recommendation:	
Prep	pared by:
	G Brene V
	ELIZABETH S. QUEVEDO Unit Head
Conforme:	

NORBERTO M. MANAGBANAG
Name of Ratee Faculty/Staff