



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 | 4.92 | 70% | 3.44 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.9 | 30% | 1.47 |
| TOTAL NUMERICAL RATING | | | 4.91 |

TOTAL NUMERICAL 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

NORBERTO M. MANAGBANAG

Ratee

Approved:

ELIZABETH S. QUEVEDO

Head of Unit

MA. THERESA P. LORETO

Dean, CAS

[illegible]

Evaluated & Rated by:

Approved
ELIZABETH S. QUEVEDO
Department Head, DoPAC
01/03/23

Recommending Approval:

mtloredo
MA. THERESA P. LORETO
Dean, College of Arts & Sciences
JAN 04 2023

Approved:

Bg
BEATRIZ S. BELONIAS
VP for Academic Affairs

| | | |
|--|--|-------------|
| Average Rating (Total Over-all rating divided by | | 4.92 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.92 |
| ADJECTIVAL RATING | | Outstanding |

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

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 01/03/23

Recommending Approval:



MA. THERESA P. LORETO

Dean, CAS

Date: JAN 04 2023

Approved by:



BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

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



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 | 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 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 | | | | |

| 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 | | 59 + 24 = 83 | | | | |
| 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. MANAGBANAG

Performance Rating: _____

Aim: Aspire for an outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Regular attendance to computer literacy training /workshop

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



NORBERTO M. MANAGBANAG

Name of Ratee Faculty/Staff