

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Bonifacio E. Castillo


| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.33 | 4.33 x 70% | 3.03 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.50 | 4.50 x 30% | 1.35 |
| TOTAL NUMERICAL RATING | | | 4.38 |

TOTAL NUMERICAL RATING: 4.38
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.38

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:


BONIFACIO E. CASTILLO
Name of Staff


LIJUELA J. CUADRA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BONIFACIO E. CASTILLO**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period January 1, 2017 to June 30, 2017.


BONIFACIO E. CASTILLO
Ratee

Approved: **LIJUERA J. CUADRA**
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Targets | Actual Accomplishment | Rating | | | | Remarks |
|---|---|---|---|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| ADMINISTRATIVE SUPPORT SERVICES | | | | | | | | | |
| Efficient and customer-friendly frontline service | 0% complaint from client served | Served clients | 100% no complaint | 100% no complaint | 5 | 4 | 4 | 4.33 | |
| Messengerial Services | Number of documents delivered, facilitated and followed up within the day of receipt | Delivered, facilitated and followed up within the day of receipt | 90% | 100% | 4 | 4 | 4 | 4.0 | |
| Janitorial Services | Number of officers, classrooms, comfort rooms, grounds cleaned, mowed and maintained its surroundings | Cleaned offices, classrooms, comfort rooms; cleaned and mowed grounds | 13 offices, 5 classrooms, 3 comfort rooms and | | 4 | 4 | 4 | 4.0 | |

| | | | | | | | | | |
|-----------------------|---|---------------|--|---------------|---|---|---|------|--|
| | | | and maintained its surroundings regularly | surroundings | | | | | |
| Other Services | Number of risographed Field Study handbooks intended for enrolled students | 500 handbooks | Risographed of FS handbooks ready at all times | 611 handbooks | 5 | 5 | 4 | 4.67 | |
| | Percentage in risographing IMs, syllabus, course outlines, midterm and final examinations | 90% | Risographed IMs, syllabus, course outlines and examinations as requested | 100% | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | 4.33 | |

| | |
|---|-------------------|
| Average Rating (Total Over-all rating divided by 4) | 4.33 |
| Additional Points: | |
| Punctuality | XX |
| Approved Additional points (with copy of approval) | XX |
| FINAL RATING | 4.33 |
| ADJECTIVAL RATING | VERY SATISFACTORY |

Comments & Recommendations for Development Purpose:

Received by:
TERESITA L. QUINANOLA
PRPEO

Calibrated by:
REMBERTO A. PATINDOL
PMT

Recommending Approval:
BEATRIZ S. BOLONIAS
Vice President

Approved by:
EDGARDO E. TULIN
President

- Date: _____
- 1 – Quality
 - 2 – Efficiency
 - 3 – Timeliness
 - 4 – Average

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2017- June 30, 2017

Name of Staff: Bonifacio E. Castillo 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/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 |