



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RAFAEL B. VERGARA JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

RAFAEL B. VERGARA JR.

Name of Staff

Reviewed by:

WINSTON M. TABADA

Department Head, DCST

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RAFAEL B. VERGARA JR.**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June 2020.

RAFAEL B. VERGARA JR.

Ratee

Date:

Approved:

WINSTON M. TABADA

Head, DCST

Date:

ROBERTO C. GUARTE

College Dean

Date:

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - June, 2020)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of hours devoted for assisting student related activities	Preparation of documents needed	2	4	5	4	4	4.33	
	Number of related students activities attended	Attended	1	2	5	5	4	4.67	CS Organization and DCST Week Opening
					Total points			9.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of office and laboratory equipment purchased	PR preparation	2	5	5	5	4	4.67	12 units Desktop, Ceiling Mount Wifi, Ubiquiti Unifi AP AC Pro., 15 License Microsoft Office 2016 and 15 License Windows 10

PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	<i>Number of documents prepared and submitted</i>	Preparation, encoding and submission	5	28	5	5	4	4.67	Payroll (JO), PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report
	<i>Number of Incoming and Outgoing documents recorded & released</i>	Recording	150	240	5	5	4	4.67	
	<i>Number of Registration Forms facilitated during the Students online registration.</i>	BSCS online registration forms during enrollment	200	80	5	5	5	5.00	Printing of Student Registration Form and submitted to the Registrar Office during the Online Student Registration.
	Number of copies of IMs reproduced needed for the for this 1st Semester SY 2020-2021	Softbinding and Printing	400	900	5	5	5	5.00	ITEC 11, EMPOTECH, CSci 15n, ESCI 126m, ESCI 126c, CSci. 13,
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	2	5	5	5	5.00	ISO 9001:2015 Orientation, PPMP and PR Preparation Orientation
	Number of hours devoted in the preparation for ISO 9001:2015 Certification.	Preparation of supporting documents	0	92	5	5	4	4.67	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
PI 2.	Additional Outputs/Best Practices								
					Total Points			38.67	
Total Over-all Rating					47.67				
Average Rating					4.77				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.77
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.77
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development
Purpose:

- Finish his MS in Guidance Counseling.

Evaluated and Review:

WINSTON M. TABADA

Head, DCST

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1- June 30, 2020

Name of Staff: RAFAEL B. VERGARA JR.

Position: Administrative Aide IV

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					
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					
Average Score					

Overall recommendation : _____

WINSTON M. TABADA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January to June 2020

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2020

Target Date: January to June 2020

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"

Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:


WINSTON M. TABADA
Department Head

Conforme:


RAFAEL B. VERGARA JR.
Admin. Aide IV
