

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **Reynaldo V. Dosdos**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.91 | 70% | 3.43 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.6 | 30% | 1.38 |
| TOTAL NUMERICAL RATING | | | 4.81 |

TOTAL NUMERICAL RATING: 4.81


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Outstanding

Prepared by:


REYNALDO V. DOSDOS
Name of Staff

Reviewed by:


LEGARIO B. RAMOS
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Reyneldo V. Dosdos, commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

REYNALDO V. DOSDOS

Ratee

Approved: LEGARIO B. RAMOS

Dept. Head

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|------------------------|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Repair of IT Equipment | Number of Repaired and maintained IT Equipment | IT Equipment troubleshooting based on job request | 30 | 46 | 5 | 5 | 5 | 5 | |
| | | <i>Cleaning of unit</i> | | | | | | | |
| | | <i>Scan for virus</i> | | | | | | | |
| | | <i>backup files</i> | | | | | | | |
| | | <i>Hardware installation</i> | | | | | | | |
| | | <i>Software installation</i> | | | | | | | |
| | | <i>update antivirus</i> | | | | | | | |
| | | <i>restore files to main drive</i> | | | | | | | |
| | Number of Electronic Printer Repaired | Create Continues Ink System(CIS) | 2 | 14 | 5 | 5 | 5 | 5 | |
| | | Troubleshooting /Repair/Testing | 2 | 2 | 5 | 5 | 4 | 4.67 | |
| | Number of Desktop Monitor/LCD Repaired | General cleaning and checkup for repair Troubleshooting /Repair/Testing | 14 | 21 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|--|---|--|----|----|---|---|---|------|--|
| | Number of AVR Repair | General cleaning and checkup for repair | 3 | 4 | 5 | 5 | 4 | 4.67 | |
| | | Troubleshooting /Repair/Testing | | | | | | | |
| | Number of UPS Repaired | General cleaning and checkup for repair | 5 | 7 | 5 | 5 | 5 | 5 | |
| | | Troubleshooting /Repair/Testing | | | | | | | |
| | Number of Research data recovered and restored | Ensures 100% data recovery | 20 | 23 | 5 | 5 | 5 | 5 | |
| | Make monthly report | Make a list of units restored for billing purposes | 9 | 13 | 5 | 5 | 5 | 5 | |
| | Total Over-all Rating | | | | | | | | |
| | Average Rating (Total Over-all rating divided by 4) | | | | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | |

4.91

Outstanding

Evaluated by:

LEGARIO B. RAMOS

Dept./Unit Head

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

PMT

Date: _____

Approved by:

REMBERTO A. PATINDOL

Vice President

Date: _____

Comments & Recommendations for Development Purpose:

He must be sent to training & seminars in computer software and hardware to enhance his productivity and efficiency in his assigned task.

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

Name of Staff: Reynaldo V. Dosdos Position: Admin Aide VI

Instruction to super visor: 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. Suggest 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 criticism 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 | | 66 | | | | |
| AVERAGE SCORE | | 4.6 | | | | |

| 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 | 23 | | | | |
| Average Score | 4.6 | | | | |

Overall Recommendation : _____


LEGARIO B. RAMOS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Reynaldo V. Dosdos

Performance Rating: _____

Aim:

- Computer System is an ever advancing technology an this requires manpower with enough knowledge to maintain them, hence the ILFMU personnel.

Proposed Interventions to Improve Performance: Must be aware of the new trend and proceses related to computer technology.

Date: January- June 2018 Target Date: June 30, 2018

First Step:

- Find regional and national short term trainings, seminars, workshop conference and convention related to computer hardware/ software installation and maintenance.

Result:

- Several regional, national computer hardware/ software installation/ maintenance related trainings are available.

Date: July-December 2018 Target Date: December 31, 2018

Next Step:

- Send R.V. Dosdos to computer Hardware/Software installation and maintenance related trainings, seminars, workshop, conference and convention

Outcome:

- Improved skills and technique due to trainings, seminar.
- Faster trouble diagnose and applying of appropriate action for the solution.
- Improved work performance due to training attended.

Final Step/Recommendation:

- Due to the naturally advancing computer technology, continue sending R.V. Dosdos annually to training seminar either locally. National, or international

Prepared by:


LEGARIO B. RAMOS
Unit Head

Conforme:


REYNALDO V. DOSDOS
Name of Ratee Faculty/Staff