

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: RAFAEL B. VERGARA JR.

Particulars	(1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.75	30%	1.43
TOTAL NUMERICAL RATING				4.71

EQUIVALENT NUMERICAL RATING: 4.71  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.71

FINAL NUMERICAL RATING: 4.71

ADJECTIVAL RATING: Outstanding

Prepared by:

  
RAFAEL B. VERGARA JR.  
Name of Staff


Reviewed by:

  
WINSTON M. TABADA  
Department/Office Head

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean, CoE

Approved by:

  
BEATRIZ S. BELONIAS  
VP for Instruction



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 2019.

**RAFAEL B. VERGARA JR.**

Ratee

**WINSTON M. TABADA**

Head

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended								
					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	15 units Desktop, Ceiling Mount Wifi, Ubiquiti Unifi AP AC Pro,, 15 License Microsoft Office 2016 and 15 License Windows 10



<b>PI 9.</b>	<b>Additional Outputs</b>								
	Preparation and issuance of documents								
	<i>Number of documents prepared and submitted</i>	Preparation, encoding and submission	5	12	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 &amp; released</i>	Recording	150	231	5	5	4	4.67	
	<i>Number of Registration Permit Issued</i>	Issuance of BSCS registration forms during enrollment	200	55	5	5	5	5.00	
	Number of evaluation conducted and results submitted to OVPI	Evaluation Facilitator	10	19	5	5	5	5.00	
	Number of test papers, hand-outs and other instructional materials reproduced	Photocopying and printing/riso	400	900	5	5	5	5.00	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	2	5	4	4	4.33	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	4	4	4.33	Preparation of necessary documents needed ISO 9001:2015 Certification
<b>MFO 2.</b>	<b>Frontline Services</b>								
<b>PI 1.</b>	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
<b>PI 2.</b>	<b>Additional Outputs/Best Practices</b>								
					Total Points			42.67	
<b>Total Over-all Rating</b>					51.67				
<b>Average Rating</b>					4.70				
<b>Adjectival Rating</b>					Outstanding				

Average Rating (Total Over-all rating divided by 4)		4.70
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

- Should get the Professional civil service eligibility for him to improve his position rank.

Evaluated and Rated by:

**WINSTON M. TABADA**  
Department Head, DCST

Date: \_\_\_\_\_

Recommending Approval:

**ROBERTO C. GUARTE, Ph.D.**  
Dean, College

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS, Ph.D.**  
VP for Instruction

Date: \_\_\_\_\_

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019Name 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	5	4	3	2	1

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 2019

Target Date: January to June 2019

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2019


Target Date: January to June 2019

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

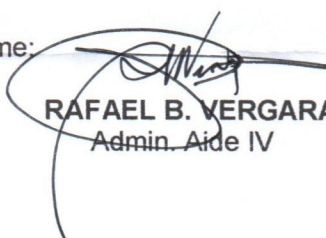
Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:

  
**WINSTON M. TABADA**  
Department Head

Conforme:

  
**RAFAEL B. VERGARA JR.**  
Admin. Aide IV

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