

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(January-June 2019)

Name of Administrative Staff: CARLITO O. SUGANOB


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	4.66 x 70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61

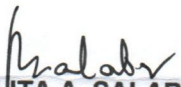
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
**CARLITO O. SUGANOB**  
Name of Staff

Reviewed by:  
  
**MA. SALOME B. BULAYOG**  
Department/Office Head

Recommending Approval:  
  
**ANALITA A. SALABAO**  
Dean, CME

Approved:  
  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**CARLITO O. SUGANOB**

Approved:

MA. SALOME B. BULAYOG

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
				Accomp.	Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/ Correspondence	10	15	5	5	5	5	
	No. of CA issued		8	12	5	4	4	4.33	
	No. of Certification		12	24	5	5	5	5	
	No. of copies of doc. Issues		12	28	5	5	5	5	
	No. of staff cleared		1	1	4	4	4	4	
	Average Rating							4.67	
	No. of pages of documents encoded	Secretariat Work	95	200	5	5	5	5	
	No. of pages of documents printed		160	300	5	5	5	5	
	Average Rating							5.00	
	No. of communications/doc. Recorded	Information and Records Management	40	70	5	5	5	5	
	No. of consolidated/bound files		30	40	4.5	4.5	4.5	4.50	
	No. of records updated		8	16	5	5	5	5	
	No. of pages electronically filed		20	30	4.5	4.5	4.5	4.50	
	No. of documents retrieved & issued		22	40	5	5	5	5	
	No. of emails downloaded and filed		25	30	4.5	4.5	4.5	4.50	
	No. of pages printed		260	290	4.5	4.5	4.5	4.50	
	Average Rating							4.71	
	No. of trip tickets prepared	Preparation of Standard Government Forms	5	10	5	5	5	5	
	No. of RIS prepared		6	12	5	5	5	5	
	No. of TO's prepared		15	30	5	5	5	5	
	No. of Itinerary of Travel Prepared		4	10	4.5	4.5	4.5	4.50	
	No. of Certificate of Travel Completed		4	10	4.5	4.5	4.5	4.50	
	No. of DTR/CSR prepared		30	40	4.5	4.5	4.5	4.50	
	No. of payrolls prepared		4	10	5	5	5	5	
	No. of Application of Leave Prep.		12	15	4.5	4.5	4.5	4.50	
	No. of Contracts/Appointments prep.		4	8	5	5	5	5	
	No. of PRs prepared		6	10	5	5	5	5	



	No. of vouchers prepared		10		4.5	4.5	4.5	4.50	
	No. of claims/reimbursement prep.		5	12	5	5	5	5	
	No. of PDS prepared		2	6	5	5	5	5	
	<b>Average Rating</b>							4.81	
	No. of PPMP prepared	<b>Preparation of Plans and Reports</b>	3	6	5	5	5	5	
	No. of annual Report encoded and		1	1	4	4	4	4	
	Consoliated/Program Status Report								
	<b>Average Rating</b>							4.50	
	No. of meetings/seminars/trainings/ workshops & conferences attended	<b>Attendance to meetings/ seminars/trainings/workshops &amp; conferences</b>	2	4	4.5	4.5	4.5	4.50	
	<b>Average Rating</b>							4.50	
	No. of projected workload prepared		1	1	4	4	4	4	
	No. of actual teaching load prepared		1	1	4	4	4	4	
	No. of individual faculty workload prepared		4	7	4.5	4.5	4.5	4.50	
	No. of faculty performance monitored		5	7	5	5	5	5	
	No. of classroom utilization prepared		2	4	5	5	5	5	
	No. of PMS-OPES prepared		6	7	4.5	4.5	4.5	4.50	
	No. of handouts distributed to students		100	120	5	5	5	5	
	<b>Average Rating</b>							4.57	
	No. of documents sorted/collated		400	500	5	5	5	5	
	No. of committees assigned & complied		2	3	4.5	4.5	4.5	4.50	
	No. of hours rendered for committee		6	8	4	4	4	4	
	<b>Average Rating</b>							4.50	
<b>Total Overall Rating</b>								<b>37.26</b>	

<b>Average Rating (Total Overall Rating Divided by 8)</b>	<b>4.66</b>
<b>Additional Points</b>	
Punctuality	
Approved Additional Points (with copy of approval)	
<b>FINAL RATING</b>	<b>4.66</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

Comments & Recommendations for  
Development Purpose:

*attend training related  
to office works*

Calibrated by:

*ms*  
**MA. SALOME B. BULAYOG**  
Head, DUE

Recommending Approval:

*Analita A. Salabao*  
**ANALITA A. SALABAO**  
Dean, CME

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: CARLITO O. SUGANOB Position: Administrative Aide VI


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.	(3)	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 : \_\_\_\_\_

  
MA. SALOME B. BULAYOG  
Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carlito B. Suganob  
Performance Rating: January – June 2019

Aim: Timely and quality delivery of administrative and support services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2, 2019

Target Date: April 30, 2019

First Step:

Continued support of administrative work in the department.

Result:

Efficient delivery of administrative support with zero complain from students, faculty and other stakeholders.

Date: May 1, 2019

Target Date: June 30, 2019

Next Step:

Attend seminars/meetings related to ISO application/certification.

Outcome:

Final Step/Recommendation:

Prepared the necessary documents for 1<sup>st</sup> Internal Audit.

Prepared by:

  
**MA. SALOME B. BULAYOG**

Unit Head

Conforme:

  
**CARLITO O. SUGANOB**  
Ratee

cc: ODA-HRD