



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GUADA FE D. AMIHAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

GUADA FE D. AMIHAN

Name of Staff

Reviewed by:

CHRISTIAN VIE P. BALDONADO

Department/Office Head

Recommending Approval:

CHRISTIAN VIE P. BALDONADO

Dean/Director

Approved:

ROTACIO S. GRAVOSO

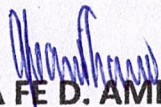
Vice President




"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GUADA FE D. AMIHAN**, of the **College of Nursing** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period **January to June, 2024**.


GUADA FE D. AMIHAN
Ratee

Approved:

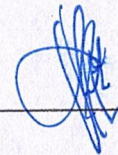

CHRISTIAN V. P. BALDONADO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ment as of June	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	4	5	5	5	
Clerical Services	Number of documents served within the day	Documents served	90%	100 %	4	5	5	5	
Other Services	Number of intervening tasks assigned by the Dean, Faculty and Staff	Intervening tasks	15	25	5	4	4	5	
Total Over-all Rating					4.33	4.67	4.67	5.0	
Average Rating (Total Over-all rating divided by 4)				4.67					


Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Attend L&D activities related to
office management &
admin support.




Evaluated & Rated by:


CHRISTIAN VIE P. BALDONADO
Dept/Unit Head

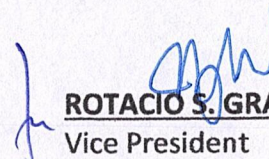
Date: 7/30/2024

Recommending Approval:


CHRISTIAN VIE P. BALDONADO
Dean/Director

Date: 7/30/2024

Approved by:


ROTACIO S. GRAVOSO
Vice President

Date: 12/09/2024

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

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Office: COLLEGE OF NURSING

Head of Office: CHRISTIAN VIE P. BALDONADO


Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the CON Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting May 28, 2024 Consolidation of IPCR Accomplishments July 2024			All personnel provided their accomplishments and reviewed the feasibility of obtaining the targets for the rest of the year (January – June 2024)
Coaching Reviewed the need support to facilitate the attainment of the office targets and improvement of individual personnel performance		Faculty Meeting May 28, 2022 Consolidation of IPCR Accomplishments July 2024			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


CHRISTIAN VIE P. BALDONADO
Dean, College of Nursing


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Guada Fe D. Amihan

Performance Rating: 4.67

Aim: Enhance skills in office management and administrative support

Proposed Interventions to Improve Performance: Send the staff to train on advanced administrative tools, time management, and effective communication strategies.

Date: July 2024

Target Date: December 2024

First Step: Identify staff's strengths and areas for improvement in office management and administrative support

Result: Strengths and areas for improvement identified

Date: July 2024

Target Date: December 2024

Next Step: Identify trainings and upskilling activities which fit the staff's needs

Outcome: Trainings and upskilling activities identified

Final Step/Recommendation:

Send the staff to undertake such trainings and upskilling activities

Prepared by:

CHRISTIAN VIE P. BALDONADO

Unit Head

Conforme:

GUADA FE D. AMIHAN

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: GUADA FE D. AMIHAN Position: ADMIN AIDE VI

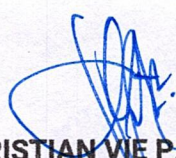
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	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		26				
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		4.67				
Overall recommendation: Pursue L&D activities related to office management & admin support.						


CHRISTIAN VIE P. BALDONADO
 Immediate Supervisor