



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORBERTO M. MANAGBANAG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.93	70%	3.5
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

4.94

Add: Additional Approved Points, if any:

4.94

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

NORBERTO M. MANAGBANAG

Name of Staff

ELIZABETH S. QUEVEDO

Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

BEATRIZ S. BELONIAS


VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERTO M. MANAGBANAG of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023.

NORBERTO M. MANAGBANAG

Ratee 7/3/23

Approved: 
ELIZABETH S. QUEVEDO
Head of Unit 7/3/23

ELIZABETH S. QUEVEDO

Head of Unit 7/3/23

MA. THERESA P. LORETO

Dean, CAS JUL 07 2000

[illegible]

Average Rating			4.93
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.93
ADJECTIVAL RATING			Outstanding

Comments & Recommendations for Development Purposes

Attendance to seminar-workshop-training on computer program literacy should be done

Evaluated & Rated by:

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO

Department Head, DoPAC

7/3/23

Recommending Approval:

MA. Theresa P. Loreto

MA. THERESA P. LORETO

Dean, College of Arts & Sciences

JUL 07 2023

Approved:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

VP for Academic Affairs

7/10/23

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: NORBERTO MANAGBANAG

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to attend training-workshop on the application of computer program/software commonly use in the office				March 27, 2023
Coaching	One-on-one tutorial in the use of computer to access files to generate required documents				Needed more time to familiarize the use of computer

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

Conducted by:



ELIZABETH S. QUEVEDO

Immediate Supervisor

Noted:



MA. THERESA P. LORETO

Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY to JUNE, 2023**

Name of Staff: **NORBERTO M. MANAGBANAG**

Position: **ADMINISTRATIVE AIDE I**

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		57				

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		57 + 24 = 81				
Average Score		4.8				

Overall recommendation :

Works well with colleagues but should develop good social interaction and should participate in any department-related social activities; self-available in delivering outputs for clients beyond official time.



ELIZABETH S. QUEVEDO
Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO M. MANAGBANAG

Performance Rating: Outstanding

Aim: Aspire for an outstanding Administrative Staff

Proposed Interventions to Improve Performance:

Date: July, 2023

Target Date: December, 2023

First Step:

Regular attendance to computer literacy training /workshop

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



NORBERTO M. MANAGBANAG

Name of Ratee Faculty/Staff