



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ALAN M. GUARTE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.40	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.41


TOTAL NUMERICAL RATING: 4.41

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.41


FINAL NUMERICAL RATING 4.41

ADJECTIVAL RATING: Very Satisfactory


Prepared by: 
ALAN M. GUARTE
Name of Staff

Reviewed by: 
ELDON P. DE PADUA
Head, DABE

Recommending Approval:


JANNET C. BENCURE
Dean, CET


Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs


	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations									
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted	Assist	Assists in preparing seminars/trainings/conventions/workshops presentations							
		Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops							
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19		Disinfect DABE Office and posted COVID related information	100%	100%	5	5	5	5.00	
		Number of documents attended	Documentation	Maintenance record, maintenance checklist, masterlist of tools and etc	5	4	4	4	4	4.00	

		Number of students assisted for workshop	Prepares the machineries and tools	Assist the students for workshop.	5	1	4	4	4	4.00	
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the IPCR	1	1	4	4	4	4.00	
		Number of committee handled	Member of the College Lawn and Building Maintenance Committee	Plan							
		Number of machineries and handtools prepared	Preparation	Preparation of Machineries and handtools for students workshop	5						
		No. of Machineries and handtools monitored	Monitoring	monitoring of the machineries and handtools	30	20	4	4	4	4.00	
		No. of Machineries and handtools maintained	Maintenance	Maintenance of the machineries and handtools	30	20	4	4	4	4.00	
		Number of times of maintenance of Supplies, materials and equipment in the CPB Laboratory Room	Maintenance of the apparatus	Maintenance of the apparatus	4 times/ week	4 times/ week	4	4	4	4.00	
Number of Performance Indicators Filled-up							10				
Total Over-all Rating							44.000				
Average Rating							4.40				
Adjectival Rating							Very Satisfactory				
Comments & Recommendations for Development Purpose:											
Recommended to attend trainings /workshops to improve his skills and performance.											


Evaluated and Rated by:


ELDON P. DE PADUA
Head, DABE
Date: *1/24/22*

Recommending Approval:


JANNET C. BENCURE
College Dean
Date: *1/24/22*

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: *1/24/22*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: Alan M. Guarte

Position: Admin. Aide (Welder II)

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 (<i>For supervisors only to be rated by higher supervisor</i>)					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					4.42

Overall recommendation : Give regular updates to the supervisor.



Printed Name and Signature
Head of Office

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: **ALAN M. GUARTE**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	-	-	-	-	-	-	Not Teaching MS
3	Research services	-	-	-	-	-	-	No Research conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2021	12-31-2021	12-31-2021	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2021	12-31-2021	12-31-2021	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE