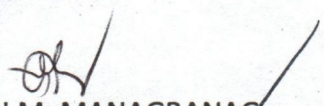


Annex P**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**Name of Administrative Staff: ARACELI M. MANAGBANAG

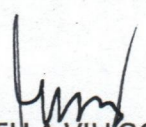
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61Add: Additional Approve Point, if any: TOTAL NUMERICAL RATING: 4.61ADJECTIVAL RATING: OUTSTANDING


Prepared by:


ARACELI M. MANAGBANAG
Name of Staff

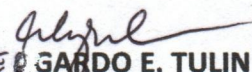
Reviewed by:


ALELI A. VILLOCINO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


GARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Araceli M. Managbanag, Administrative Aide III of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2016.

ARACELI M. MANAGBANAG

Ratee

ALELI A. VILLOCINO

Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Percentage of documents requested by students served on time	Percentage of documents served as requested	95%	100%	5	5	5	5	1st sem., SY 2016-17 Attendance to Regional SCUAA competitions, Oct. 2016 and other invitational tournaments
	1. Varsity Financial Assistance Form	Released forms to Varsity athletes and facilitated for heads approval							
	2. Varsity PE classes exemption forms	Prepared travel documents to 250 officials and varsity athletes for SCUAA Meet 2016 and other invitational tournaments							
	3. Travel Forms prepared for Varsity invitational and SCUAA competitions a. Travel Order b. Waiver/Parental Consent c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) e. Travel Vouchers								
	Number of students grades and completion of Grades served and released	Released grades to students applying for financial assistance	50	50	4	4	4	4	
	Percentage of documents requested by students served on time	Issued documents on time as requested	75%	80%	5	4	4	4.33	

	Percentage of VSU Gym & University Sports Facilities & bill of accounts served on time	Served & logged VSU Gym & Sports facilities reservations	15	20	4	4	4	4	
Teaching Performance Evaluation	Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation	Facilitated teaching performance evaluation and submitted the same to OVPI	15	19	5	4	4	4.33	1st sem., SY 2016-2017
	Number of IPCRs encoded and reproduced	Encoded and reproduced IPCR as scheduled	4	5	5	4	4	4.33	
Teaching Load	Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission	Prepared/encoded and submitted Individual Faculty workload	10/faculty	14	5	5	4	4.67	1st sem., SY 2016-2017
	Number of teaching load/subjects prepared/encoded/reported/submitted	Actual teaching load report prepared/encoded	80	128	5	5	4	4.67	1st sem., SY 2016-2017
	Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment/hiring of new instructors	Prepared/computed projected faculty workload	15	25	5	5	4	4.67	1st sem., SY 2016-2017
Secretariat Works	Number of documents prepared/ encoded and submitted within a specified time • Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets - Cash Advance/Liquidation/ Reimbursement -Travel - Cash Advance -Purchases - Contract of Services (JO)	Prepared/encoded and submitted documents within specified time	200	300	5	5	4	4.67	
Other Services	Number of payrolls prepared for honorarium/incentives allowance of Varsity athletes, Coaches & Asst. Coaches	Prepared payrolls for honorarium/incentives within specified time	20	20	4	4	4	4	

	Number of budget proposal finalized	Assisted in finalizing budget proposal	5	5	4.5	4	4	4.17	
	Percentage of documents facilitated for unit head's approval/signature	Facilitated documents for unit head's approval/signature	95%	100%	5	4	4	4.33	14
Total Over-all Rating					66.5	62	58	62.17	
Averaged Rating					4.75	4.43	4.14	4.44	17.76

Overall divide by number of items of							
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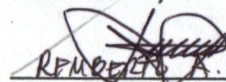
Average Rating (Total Over-all rating divided by 4)	17.76	4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

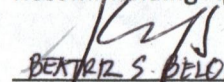
Received by:

Planning Office

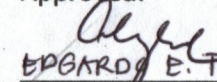
Calibrated by:


R. PATINDOL, Ph.D.
PMT

Recommending Approval


BEATRIZ S. DELONIS, Ph.D.
Vice-President

Approved:


EDGARDO E. TALIN, Ph.D.
President

Date: _____

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

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July – December 2016

Name of Staff: ARACELI M. MANAGBANAG

Position: Administrative Aide III

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 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 make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients event beyond the official time.	5	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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 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 : _____


ALELI A. VILLOCINO

Name of Head