



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CLEMENTINO A. BORELA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.33 | 70% | 3.031 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.425 |
| TOTAL NUMERICAL RATING | | | 4.456 |

TOTAL NUMERICAL RATING: 4.456

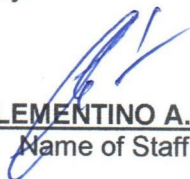
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.456


FINAL NUMERICAL RATING 4.456

ADJECTIVAL RATING: VS


Prepared by:


CLEMENTINO A. BORELA
Name of Staff

Reviewed by:


LEGARIO B. RAMOS
Head, ILFMU

Recommending Approval:


MARIO LINO VALENZONA
Director, ODPP

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, CLEMENTINO A. BORELA of the GENERAL SERVICES DIVISION commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the January- June 2020

CLEMENTINO A. BORELA


Ratee

Approved:


LEGARIO B. RAMOS

Unit Head, ILFMU


| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO1-Repair and Maintenance of Cooling Facilities | PI 1. 1 Number of Repaired and maintained cooling facilities | Aircon repaired | 20 | 25 | 4 | 4 | 5 | 4.33 | |
| | | Aircon cleaned | 30 | 35 | 4 | 4 | 5 | 4.33 | |
| | | Aircon installed | 15 | 16 | 5 | 4 | 4 | 4.33 | |
| MFO-2 Repair and maintenance of laboratory equipment | PI 1 2 Number of Repaired and maintained lab equipment | General cleaning/troubleshooting /repair for restoration/Troubleshooting/ Repair/Testing. | 10 | 25 | 5 | 4 | 4 | 4.33 | |
| MFO-3 Delivered sound services for the university | PI 1. 3 Number of Restored cooling system in tissue culture laboratory | Cleaning /repair/installation | 2 | 8 | 5 | 4 | 4 | 4.33 | |
| | PI 1. 4 Number of Delivered sound services for the university | Installed and operate sound equipment | 5 | 8 | 5 | 4 | 4 | 4.33 | |
| Total Over-all Rating | | | | | 26.00 | | | | |

| | | | | |
|---|--|--|------|---|
| Average Rating (Total Over-all rating divided by 4) | | | 4.33 | Comments & Recommendations for Development Purpose: <i>Send to emingfaring</i>  |
| Additional Points: | | | | |
| Punctuality: | | | | |
| Approved Additional point (with copy of approval) | | | | |
| FINAL RATING | | | 4.33 | |
| ADJECTIVAL RATING | | | VS | |

Evaluate & Rated by:


LEGARIO B. RAMOS
Supervisor
Date: _____

Recommending Approval:

 *on 11/04/2020*
MARIO LINO VALENZONA
Director, GSD
Date: _____

Approved by:


REMBERTO A. PATINDOL
VP. For Adm. Finance
Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: CLEMENTINO A. BORELA

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 | | 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 | | | | |
| Average Score | | 4.75 | | | | |

Overall recommendation : For promotion


LEGARIO B. RAMOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Clementino A. Borda
Performance Rating: 4.33 / VS

Aim: To upgrade skills in lab facilities maintenance

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send to Training/Seminar in lab facilities maintenance

Result:

Will be able to perform work / task assigned productively / efficiently.

Date: _____ Target Date: _____

Next Step:


Actual evaluation/monitoring of his performance, applying the updated knowledge.

Outcome: Better performance and efficiency.

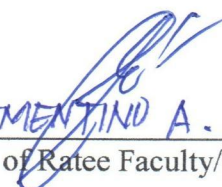
Final Step/Recommendation:

Recommended to the next level of employment status.

Prepared by:


LEGARIO B. RAMIS
Unit Head

Conforme:


CLEMENTINO A. BORELA
Name of Ratee Faculty/Staff