

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARNULFO M. ALMERODA

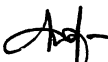
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.80

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ARNULFO M. ALMERODA
Name of Staff

Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

ADMINISTRATIVE STAFF COMPARISON OF MERIT INCREMENTAL RATING FOR

ADMINISTRATIVE STAFF

Name of Administrative Staff

Position (1)	Incremental Rating (2)	Incremental Rating (3)	Incremental Rating (4)
1. Planning Rating per HCF	4.78	3.96	2.14
2. Superior method's assessment of his contribution towards achievement of office	4.84	3.96	1.44
TOTAL INCREMENTAL RATING			4.00

4.72

TOTAL INCREMENTAL RATING

4.44 Additional Approval Rating (if any)

4.72

TOTAL INCREMENTAL RATING

FINAL INCREMENTAL RATING

ADMINISTRATIVE STAFF

ADMINISTRATIVE STAFF

Prepared by

Prepared by

ADMINISTRATIVE STAFF
Name of Staff

ADMINISTRATIVE STAFF
Name of Staff

Accounting Approval

ADMINISTRATIVE STAFF
Name of Staff

Approved

ADMINISTRATIVE STAFF
Name of Staff

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO M. ALMERODA, of the Department of Pest Management 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 2018 to December 2018.

ARNULFO M. ALMERODA
Ratee

Approved: JESUSITO L. LIM
Head Unit

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCF)

with the indicated measure for the period July 2018 to December 2018


AGGREGATE OF OILS
1957

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MFO & PAPA		Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Q1	Q2	Q3	Q4	Remarks
Efficient and Customer Friendly Frontline Service	Two percent complaint from client survey	Officer of the day (frontline) first person at the Natural History Museum Institute to establish students, clients, customers, & etc.	50	50	2	4	8	4.67		
	# of museum collections	Assisting and preserves collections inside the Natural History Museum	2,500	2,782	5	4	8	4.67		
	# of host plants collected and planted	Maintaining the butterfly garden including the collection & planting of host plants.	110	110	5	4	8	4.67		
	# of cultures maintained	Culture butterflies	400	1,334	5	5	8	5.0		
	% of visitors received	Assisted visitors	500	1,153	5	5	8	5.0		
	% of exams assisted	Act as Proctor	5	7	5	4	8	4.67		
Total Overall Rating										

Average Rating (Total Over-all rating divided by 4)		4.78	<i>None</i>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.78	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:


JESUSITO L. LIM
Head, DPM

Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period July – December 2018
(Accomplishments)

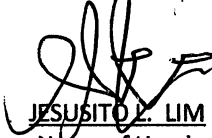
Name of Staff: ARNULFO M. ALMERODA, SR.

Position: Lab. Tech. 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 Title	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.	Maximize 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 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
01Total Score		58/12
Average Score		4.83

Overall recommendation: _____


JESUSITO L. LIM
Name of Head

NAME OF STATE: ALABAMA; DISTRICT: 11

[illegible]

Rank	Category	Criteria	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Very Satisfactory	The performance meets all requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
2	Satisfactory	The performance meets most requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
3	Fair	The performance meets some requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
4	Not Satisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
5	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
6	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
7	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
8	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
9	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
10	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
11	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
12	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
13	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
14	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
15	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
16	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
17	Unsatisfactory	The performance does not meet requirements	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18																																																																																		

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arnulfo M. Almeroda
Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: _____

Result: _____

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____

Final Step/Recommendation: *No, performance is outstanding*

Prepared by:


JESUSITO L. LIM
Unit Head

Conforme: 
ARNULFO M. ALMERODA
Name of Ratee Faculty/Staff

Form 1

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annalia M. Anderson
Performance Rating: Outstanding

Area:

Proposed Interventions to Improve Performance:

Date: 1/24/2024

First Step:

Result:

Date: 1/24/2024

Next Step:

Outcome:

Final Recommendation:

Prepared by:

Annalia M. Anderson
Date: 1/24/2024

Confirms:

Annalia M. Anderson
Name of Name Faculty/Staff