Annex P

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 NUM	ERICAL RATING	4.80

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any:	<u>4.80</u>
TOTAL NUMERICAL RATING:	4.80
FINAL NUMERICAL RATING	
ADJECTIVAL RATING:	OUTSTANDING

Prepared by:

Reviewed by:

Name of Staff

Department/Office Head

Recommending Approval:

Dean/Director

Approved:

COMPUTATION OF MALL PROPERTIES OF A TIME SOR

ARABIAN M. TUMERDIA งได้แล้ว เหมากูโลเกรกุมว่า โด ระชะได้ Recentacy Weight Inches no h Particolars Hadiovaioni Numerical Parities 16 Saring (2) ([) (6/2) L. - Numerosai Rating per PCP 6.414 Supervisor Head's assessment 21. 1 820E 4.8.4 of his contribution towards attriument of utilize sheard dlamacon TUTAL NUMBERON JAPUN 176 TOTAL HUMBRICAL RATING. Add: Additional Approved Points, if my (12.1 TOTAL RUMERICAL RATING RINAL NUMBRICAL RAPINCE ADMERCE OF ALL RATINGS OHREGRANNE ารูสโมรหาต่างร.3 Proparelling

ARYLLING MANAGERS OF SECTION NAMES OF SECTION OF SECTIO

JEST TITC L. LIM

1-32 run stu Outjoe Head

Cocommonding Approval:

OCCULATION OF THE POST OF THE

Approved:

BELATING SEE CONTAGE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO M. ALMERODA, of the Departme	nt of Pest Management o	commits to deliv	er and agree to be r	ated on the attaini	ment of the following targ	jets in accordance
with the indicated measures for the period	July 2018	to	December 2018			

ARNULFO M. ALMERODA Ratee

Approved:

JESUSITO L. LIM

Heaď Unit

				R	ating				
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Q1	E2	ТЗ	A4	Remarks
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served	Officer of the day (frontliner), first person at the Natural History Museum Incharge to entertain students, clients, customers, & etc.	80	85	5	4	5	4.67	
	# of museum collections	Maintains and preserves collections inside the Natural History Museum	2, 500	2, 782	5	4	5	4.67	
	# of host plants collected and planted	Maintains the butterfly garden including the collections & planting of host plants.	110	110	5	4	5	4.67	
	# of cultures maintained	Cultures butterflies	400	1, 364	5	5	5	5.0	
	# of visitors received	Assisted visitors	500	1, 158	5	5	5	5.0	
	# of exams assisted	Act as Proctor	5	7	5	4	5	4.67	
Total Overall Rating									

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Average Rating (Total Over-all rating divided by 4)	4.78	
Additional Points:		, /
Punctuality		Nose
Approved Additional points (with copy of approval)		1 676
FINAL RATING	4.78	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated &/I	Rated By:
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UESUSITOL. LIM

Recommending Approval:

VICTOR B. ASIO Dean, CAFS

Approved by:

BEATRIZ'S. BELONIAS

VP-Instruction

Date:_

Date:_____

Date:____

- 1 Quality 2 Efficiency
- 3 Timeliness
- 4 Average

Instrui A ... it for Performance Effectiveness of Administra Staff Rating Period July – December 2018 (Accomplishments)

Name of Staff: ARNULFO M. ALMERODA, SR.

Position: <u>Lab. Tech. II</u>

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.

	T 5									
Scale	Descriptive Title	Qualitative Description								
5	Outstanding	The performance almost always exceeds the job requ								
		delivers outputs which always results to best practice	e of th	e unit	. He	is an				
		exceptional role model								
4	Very Satisfactory	The performance meets and often exceeds the job re	equire	ments	<u> </u>					
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.		ty to client's needs and makes the latter's	(5)	4	3	2	1			
		ng business with the office fulfilling and rewarding.								
2.		clients even beyond official time.	(3)	4	3	2	1			
3.		utine reports required by higher offices/agencies	(5)	4	3	2	1			
J.	_	SC, DOST, NEDA, PASUC and similar regulatory				_	-			
		ed time by rendering overtime work even without								
	overtime pay.	ou time by remaining ever time trem even transaction								
4.		sks as his/her share of the office targets and delivers	5	74)	3	2	1			
7.	outputs within the pres		-			_	-			
5.		elf to help attain the targets of his/her office by	(5)	4	3	2	1			
5.		s who fail to perform all assigned tasks.			3		-			
<u></u>			=	4	3	2	1			
6.		ork on time, logs in upon arrival, secures pass slip	(5)	4	3	2	1			
		sonal matters and logs out upon departure from								
	work.		 _ _				_			
7.	•	s of her work which is easily retrievable when	5	(4)	3	2	1			
	needed.		A							
8.		further improve her work and the services of the	(5)	4	3	2	1			
	office to its clients.					ļ	ļ			
9.	· · · · · · · · ·	s assigned by the head or by higher offices even if	(5)	4	3	2	1			
	_	elated to his position but critical towards the				ļ				
	attainment of the func	tions of the university.								
10.	Maximize office hours	during lean periods by performing non-routine	(5)	4	3	2	1			
	functions the outputs of	of which results as a best practice that further								
	increase effectiveness	of the office satisfaction of clientele								
11.	Accepts objective critic	cisms and opens to suggestions and innovations for	1/5	4	3	2	1			
	improvement of his wo	ork accomplishment.								
12.	Willing to be trained a	nd developed.	(5)	4	3	2	1			
		Total Score								
B.	Leadership & Manager	ment (For supervisors only to be rated by higher			Scale					
	supervisor)									
1.		and expertise in all areas of work to gain trust,	5	4	3	2	1			
	·	e from subordinates and that of higher superiors.								
2.		to draw strategic and specific plans and targets of	5	4	3	2	1			
-	•	aligned to that of the overall plans of the university.	1		-	-	-			
3.		ose of improving efficiency and effectiveness of the	5	4	3	2	1			
5.		and functions of the department/office for further		•		-	-			
	satisfaction of clients.	and tandarding of the adjustmenty office for fulfiller								
4.		for the overall performance and in delivering the	5	4	3	2	1			
**	output required of his			-	,	~	*			
5.		s, monitors, coaches and motivates subordinates for	5	4	3	2	1			
j 3.		icy and effectiveness in accomplishing their assigned	د ا	-	3	~	*			
	•	ttainment of the calibrated targets of the unit.								
	rasks liceaed for the a	O1Total Score	58	1/12	L	L	L			
				-/		·				
L		Average Score	14.	83						
		// //								

Overall recommendation:	

JESUSITO 2. LIM

Name of Staff: 4RNUFFLM, ALMERODA, 58,

Position: Lab. Feeb. II

Inconcilon to supervisor. Please exalles of ecliveness of your superdinate in contributing rewards automorphism of a ratherated sayon.

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Overall reconspondations __

JESUSPO E UNA Name of Head

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: Nose, performance is Prepared by: Unit Head

Conforme:

ARNULFO M. ALMERO Name of Ratee Faculty/Staff

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•	Proposed Interventions to Improve Performance:
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Conforms.

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