



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JULY TO DECEMBER 2019

Annex P

Name of Administrative Staff: **SAULAN, JOSE F. – ADMIN. AIDE - I**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	4.62 X 70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	3.33 X 30%	0.99
TOTAL NUMERICAL RATING			4.22

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.22

FINAL NUMERICAL RATING 4.22

ADJECTIVAL RATING: "VS"

Prepared by: _____

JOSE F. SAULAN
Name of Staff

Reviewed by: _____

ANDRELI D. PARDALES
Department/Office Head

Approved: _____

BEATRIZ S. BELONIAS
VP - Instruction

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

		PI 1 Number of official documents follow up: Purchase Requests Vouchers Appointment J.O. Leave applications Travel documents Payroll (JO & Student Assistant) Monthly report of project sales Job requests Inspection Reports with Sales Invoice & Official Receipt for (Petty Cash) (College & H.S. Lib) ARE's prepared	Technical work	14 PR's 26 Vouchers 6 JO Appointment 20 Leave application 8 Travel Order 12 Payrolls (JO & S A) 6 monthly report 10 Job Request 156 Inspection Reports (Books, Furniture & Equipment) 3 Cash Advance Petty Cash 15 ARE's prepared	25 PR's 38 Vouchers 6 JO Appointment 41 Leave application 10 Travel Order 12 Payrolls (JO & S A) 6 monthly report 20 Job Request 165 Inspection Reports (Books, Furniture & Equipment) 3 Cash Advance Petty Cash 35 ARE's prepared	4.5	4.5	5	4.66	
						4.5	4.5	5	4.66	
						4.5	4.5	4.5	4.5	
						4.5	4.5	5	4.66	
						4.5	5	5	4.83	
						4.5	4.5	4.5	4.5	
						4.5	4.5	4.5	4.5	
						4.5	4.5	5	4.66	
						5	4.5	4.5	4.66	
						4.5	4.5	4.5	4.5	
						4.5	4.5	5	4.66	
		PI 2. Number of hours spent securing the library and its facilities during special duties. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.)	Reader's Services	22 hours (4 weeks)	22 hours (4 weeks)	5	4.5	4.5	4.66	
		PI 3. Number of hours spent cleaning library facilities on assigned weeks. (Cleaning CR, arranging tables and chairs, etc.)	Reader's Services	40 hours (1 week)	40 hours (1 week)	4.5	4.5	4.5	4.5	
		PI 4. Number of hours spent doing annual inventory	Technical Services	160 hours (4 weeks)	160 hours (4 weeks)	4.5	4	4	4.16	

Total Over-all Rating	73.94	
Average Rating (Total Over-all rating divided by 16)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.62	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

He needs to be exposed to trainings outside of the University.

Evaluated & Rated by:


ANDRELI D. PARDALES
Chief Librarian

Approved by:


BEATRIZ S. BELONIAS
VP - Instruction

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2019

Name of Staff: SAULAN, JOSE F. – ADMIN. AIDE - I

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	<u>4</u>	3	2	1
2. Makes self-available to clients even beyond official time	5	4	<u>3</u>	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	<u>3</u>	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>3</u>	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	<u>3</u>	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	5	4	<u>3</u>	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	<u>3</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	<u>3</u>	2	1
12 Willing to be trained and developed	5	4	<u>3</u>	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					
40 / 12					
Average Score					
3.33					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2019


Name of Employee: SAULAN, JOSE F.

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	Number of documents papers processed	Documents, papers process	July 2	December	December	VS	VS	VS
2								
3								
4								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2019

Name of Employee: SAULAN, JOSE F.
Performance Rating:

Aim: To improve

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To minimize his absences

Maximize time in following up papers

Fast-track the processing of papers

Result: Lessen absences

Improved Outputs


Documents, important papers accomplished in due time.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme: 
JOSE F. SAULAN
Name of Ratee Faculty / Staff

Prepared by: 
ANDRELI D. PARDALES
Unit Head