



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **OCAÑADA, JEMUEL A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
33. Numerical Rating per IPCR	4.71	70%	3.30
34. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: 0

Prepared by: JEMUEL A. OCAÑADA
Name of Staff

Reviewed by: JULIUS V. ABELA
Head, OUDRRM

Recommending Approval:


DANIEL LESLIE S. TAN
Vice President for Admin & Finance

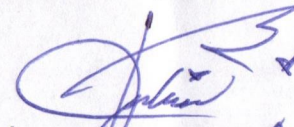
Approved:

DANIEL LESLIE S. TAN
Chairman, PMT

"Exhibit B"

I, **JEMUEL A. OCAÑADA**, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period January - June 2022.


JEMUEL A. OCANADA
Ratee


Approved **JULIUS V. ABELA**
Head, OUDRRM

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	100% No complaint	100%	5	5	5	5.00	Maintain zero complaint
PI 2. Number of VSU major events coordinated and facilitated	Office coordination	Preparation of pertinent documents	2	2	5	5	5	5.00	Coordinated with offices for the conduct of the seminar

[illegible]

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
Average Rating(Total Overall rating divided by 8)		4.71							Comments & Recommendations for Development Purpose: Attend administrative trainings & workshops for personnel development
Additional Points:									
Approved additional points(with copy of	XX								
FINAL RATING		4.71							
ADJECTIVAL RATING		0							

Evaluated & Rated by:

JULIUS V. ABELA

Dept/Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: JEMUEL A. OCAADA

Position: ADMIN 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 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		5				
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		84				
Average Score		98.82 / 4.94				

Overall recommendation

Outstanding!
: *Very dependable; can work with minimal supervision.*


JULIUS V. ABELA

Printed Name and Signature
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: OCAÑADA, JEMUEL A.
Performance Rating: VS

Aim: To enhance skills and improve performance

Proposed Interventions to Improve Performance:

Date: Jan 2022

Target Date: June 2022

First Step: Attend various in-house trainings/ webinars

Result:

Date: April 2022

Target Date: June 2022

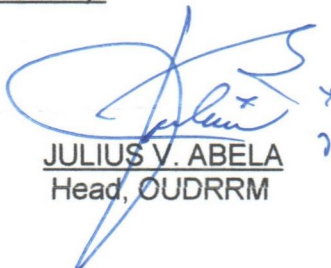
Next Step: Attend document filing or mail management training

Outcome: Not able to attend in-house trainings


Final Step/Recommendation:

Maintain productivity and hardwork for work efficiency.

Prepared by:


JULIUS V. ABELA
Head, OUDRRM

Conforme:


JEMUEL A. OCAÑADA
Name of Ratee Faculty/Staff