

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: RAFAEL B. VERGARA JR.

Particulars	(1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR		4.61	70%	3.23 <i>p.</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		4.75	30%	1.43
TOTAL NUMERICAL RATING				4.65 <i>p.</i>

EQUIVALENT NUMERICAL RATING: 4.65

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: Outstanding

Prepared by:

RAFAEL B. VERGARA JR.

Name of Staff

Reviewed by:

WINSTON M. TABADA

Department/Office Head

Recommending Approval:

ROBERTO C. GUARTE

Dean, CoE

Approved by:

BEATRIZ S. BELONIAS

VP for Instruction

COMPARISON OF TOTAL MONTHLY RATES FOR
ADMINISTRATIVE STATE

FOR THE MONTH OF JANUARY 1967

Category	Rate	Rate	Rate
Basic Rate	10.00	10.00	10.00
Administrative Rate	10.00	10.00	10.00
Total Rate	20.00	20.00	20.00

TOTAL MONTHLY RATES
FOR THE MONTH OF JANUARY 1967
TOTAL MONTHLY RATES
FOR THE MONTH OF JANUARY 1967

APPROVED BY
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I, **RAFAEL B. VERGARA JR.**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period July to December 2018.


RAFAEL B. VERGARA JR.

Ratee


WINSTON M. TABADA

Head

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of hours devoted for assisting student related activities	Preparation of documents needed	2	4	5	4	4	4.33	
	Number of related students activities attended	Attended	1	2	5	5	5	5.00	CS Organization and DCST Week Opening
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended								
					Total points			9.33	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of office and laboratory equipment purchased	PR preparation	2	5	5	4	4	4.33	21 computer units, Purchaser request for the construction of the DCST Computer Technician Room., 5 Aircon units, 1 Storage shelves, 2 LCD projectors.

100

COGNITIVE DEVELOPMENTAL PSYCHOLOGY

Activity	Location	Frequency	Duration	Cost	Remarks
1. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
2. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
3. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
4. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
5. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
6. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
7. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
8. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
9. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.
10. Construction of a new building for the office of the District Engineer, District of Columbia.	District of Columbia	1	12 months	\$100,000	Completed in 1960.

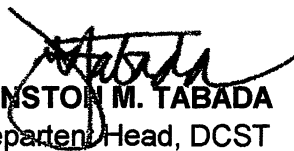
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	<i>Number of documents prepared and submitted</i>	Preparation, encoding and submission	5	9	5	5	4	4.67	Payroll (JO), PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report
	<i>Number of Incoming and Outgoing documents recorded & released</i>	Recording	150	231	5	5	5	5.00	
	<i>Number of Registration Permit Issued</i>	Issuance of BSCS registration forms during enrollment	200	55	5	5	5	5.00	
	Number of evaluation conducted and results submitted to OVPI	Evaluation Facilitator	10	19	5	5	5	5.00	
	Number of test papers, hand-outs and other instructional materials reproduced	Photocopying and printing/riso	400	900	5	5	5	5.00	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	1	5	5	5	5.00	PRIME-HRM Orientation
	Number of hours devoted in the preparation of documents needed for RQAT	Preparation of supporting documents	0	18	5	5	4	4.67	
	Number of hours devoted in the preparation for AACCUP accreditation	Preparation of supporting documents	0	92	5	5	4	4.67	
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	
PI 2.	Additional Outputs/Best Practices								
					Total Points			48.33	
Total Over-all Rating					55.33 p.				
Average Rating					4.61 p.				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)		4.61 p.
Additional Points:		
Punctuality	0.2	
Approved Additional points (with copy of approval)	0.1	
FINAL RATING		4.61 p.
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

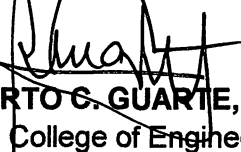
Get a CS Eligibility for Professional.

Evaluated and Rated by:


WINSTON M. TABADA
 Department Head, DCST

Date: _____

Recommending Approval:


ROBERTO C. GUARITE, Ph.D.
 Dean, College of Engineering

Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2018Name of Staff: **RAFAEL B. VERGARA JR.** Position: **Administrative Aide IV**

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						
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	5	4	3	2	1

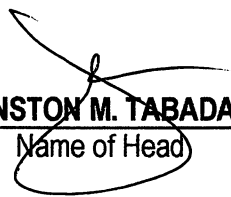
pharmaceutical companies may be among the only feature stock portfolios of important
 price-earnings ratios. Chemicals, pharmaceuticals may be the best bet for many of the same
 reasons. The pharmaceutical industry is a very important part of the economy.

Score	Performance Rating	Qualitative Description
1	Poor	The staff fails to meet job requirements
2	Fair	The performance needs some development to meet job requirements
3	Satisfactory	The performance meets job requirements
4	Very Satisfactory	The performance meets and often exceeds the job requirements
5	Outstanding	The performance always exceeds the job requirements. The staff's work output will always result in best practice of the unit. This is a exceptional role model

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office/department aligned to that of the overall plans of the university.					
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 : _____


WINSTON M. TABADA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: July to December, 2018

First Step: Recommend him to attend training seminar for Administrative Staff.
Recommend him to attend seminar workshop on ISO 9001:2015
Recommend him to attend the reorientation seminar on 5S.

Result: Improved customer service and work values.
Gained additional knowledge about ISO 9001:2015.
Update his knowledge of 5S in preparation for the coming ISO Accreditation.

Date: July 2018

Target Date: July to December, 2018

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"
Attend seminar workshop on ISO 9001:2015.
Attend the reorientation seminar on 5S.

Outcome: Gained office skills for administrative support staff.
Gained additional knowledge seminar workshop on ISO 9001:2015.
Update his knowledge of 5S in preparation for the coming ISO Accreditation.

Final Step/Recommendation:

Prepared by:


WINSTON M. TABADA
Department Head

Corforme:


RAFAEL B. VERGARA JR.
Administrative Aide IV

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1. The following information is being furnished to you for your information only. It is not intended to be used for any other purpose.

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