

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.55	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approve Point, if any:

TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


JOSE V. CAPUNO

Name of Staff


MARY JEAN M. SAPAN


Department/Office Head

Recommending Approval:


ALELI A. VILLOCINO

College Dean

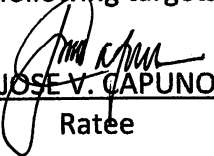
Approved:



BEATRIZ S. BELONIAS

Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Jose V. Capuno, Administrative Aide III of the Institute of Human Kinetics 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 to December 2018.


JOSE V. CAPUNO
Ratee


MARY JEAN M. SAPAN
Director, IHK
Date: 2-15-19

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³		
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	No. of classes/faculty issued athletic supplies for instructions use within the day	Issued athletic supplies to PE students/section/ class/day	40 sections for 500 students issued athletic supplies	58 sections for 1775 students issued athletic supplies	5	5	5	5	1st Sem, SY 2018-2019
	Percentage of athletic supplies released in every class/sections per instructor	Issued athletic supplies to PE students/section/ class/day	90%	95%	5	5	5	5	
	Percentage of athletic supplies retrieved in every class/sections per instructor	Retrieval of athletic supplies from PE students/section/ class/day	90%	95%	5	5	5	5	
Janitorial Services	Number of offices cleaned and maintained	Cleaned offices, classrooms, Physical Conditioning Room and IHK lobby	14 offices, PCR, and IHK lobby	14 offices, PCR, and lobby	4	5	5	5	
		Mowered IHK sorroundings	twice a month	twice a month					
Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room clients	1000	1,047	5	4	5	4.67	
Other Services	Number of sports facilities prepared/layed-out for IHK & university scheduled sports activities;	Preparedand laid-outs sports facilities for sports competition;							

	Service PE 14 venues for practical exams		5	5	4	4	5	4.33	August 2018
	Faculty/Staff & Students Intramural Games		20	20	4	4	4	4	September 2018
	Students for Intrams & Varsity Practices for SCUAA		5	5	4	5	5	5	August-Dec. 2018
	Number of athletic equipment/supplies/apparatus transported from stockroom to location/site during the scheduled activities;	Transported and upkeep of athletic supplies and equipment as requested							
	--Service PE 14 (Ind./Dual Sports)		30	30	4	4	4	4	August 2018
	- Faculty/Staff & Students Intramural Games		30	40	5	5	5	5	September 2018
	Students for Intrams & Varsity Practices for SCUAA		5	5	5	5	5	5	August-Dec. 2018
	Number of rackets regutts per clientele	Regutting served	85	95	5	5	5	5	
	Percentage of risographed Ims, course outlines, handouts, midterm and final examinations within specified time	Risograghed Ims, course outlines, and other instructional materials	5000	10000	4	5	4	5	
Total Over-all Rating					64	66	67	69.04	
Averaged Rating					4.27	4.4	4.93	4.6027	18.20

Overall divide by number of items of									
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Average Rating (Total Over-all rating divided by 4)	18.2	4.55
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes


- WOULD ALWAYS GO BEYOND OFFICE HOURS WHEN ASKED

- VERY EFFECTIVE in HIS JOB


Evaluated by:


MARY JEAN M. SAPAN
Unit Head
Date: 2-15-19

Recommending Approval:


ALELI A. VILLOCINO
College Dean
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice-Pres. for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July – December 2018

Name of Staff: JOSE V. CAPUNO

Position: Administrative 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 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 make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients event beyond the official time.	5	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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 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		59				
Average Score		4.92				

Overall recommendation : VERY ORGANIZED in ALL TASK REQUIRED OF HIM

MARY JEAN M. SAPAN

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE V. CAPUNO**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep and safety of the building

Proposed Intervention to Improve Performance:

Additional utility to help the bulk of work since the office is always involved in university activities

Date: June 2018

Target Date: July 2018

First Step:

- Hire additional utility to help in the jobs assigned

Result:

- Ensure clean and safe environment

Date: August 2018

Target Date: August 2018


Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

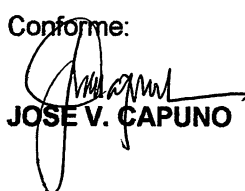
Final Step/Recommendation:

The employee has a very good work attitude. But with the bulk of work additional utility can be of great assistance.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


JOSE V. CAPUNO