



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

**Annex P**

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING: 4.63

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.63

ADJECTIVAL RATING: Outstanding

Prepared by:

JOSE V. CAPUNO  
Name of Staff

Reviewed by:

CHARIS B. LIMBO  
Department/Office Head

Recommending Approval:

BAYRON S. BARREDO  
Dean, College of Education

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

**Vision:**

**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.

# 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 2020.

  
**JOSE V. CAPUNO**

Ratee

Approved

  
**CHARIS B. LIMBO**

Director, IHK

Date: \_\_\_\_\_

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A4	
<b>Administrative Support Services</b>									
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						No face to face classes conducted
	Percentage of athletic supplies released in every class/sections per instructor	Issued athletic supplies to PE students/section/class/day	90%						No face to face classes conducted
	Percentage of athletic supplies retrieved in every class/sections per instructor	Retrieval of athletic supplies from PE students/section/	90%						No face to face classes conducted
Janitorial Services	Number of offices, classrooms cleaned and maintained	Maintained the cleanliness IHK offices, classrooms, Physical Conditioning Room and IHK lobby	14 offices, PCR, and IHK lobby	14 offices, PCR, and IHK lobby	4	5	4	4.33	
	Pruning and mowing of grasses within the area of IHK	Mowed grasses of IHK surroundings	twice a month	twice a month	4	4	4	4.00	



Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room clients	50						
	No. of Instructional Materials reproduced/ risographed within specified time	Reproduction of instructional materials	1,000	170,450	5	5	5	5	August-December 2020
	No. of Instructional Materials for softbinding within specified time	Binded Instructional Materials	700	3,986 (LGs)	5	5	5	5.00	August-December
	Assist in the Inventory of athletic equipment/supplies/ apparatus	Assisted in the inventory of athletic supplies and equipment	Once a year	twice a year	4	4	4	4.00	
	Assist the property custodian in sorting athletic supplies for disposal	Sorted athletic supplies for disposal	Once a year	twice a year	4	4	4	4.00	
	Number of rackets regutts per clientele	Regutting served	85						
Total Over-all Rating					31	32	31	31.33	
Averaged Rating					4.43	4.57	4.43	4.48	17.90

Average Rating (Total Over-all rating divided by 4)	17.90	4.475
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

*Dependable + skillful. regularly reports to work.*

Evaluated by:

**CHARIS B. LIMBO**

Unit Head

Date: \_\_\_\_\_

Recommending Approval:

**BAYRON S. BARREDO**

College Dean

Date: \_\_\_\_\_

Approved:

**BEATRIZ S. BELONIAS**

Vice-Pres. for Academic Affairs

Date: 2/2/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2020

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 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

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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	60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
	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					
Average Score	5				

Overall recommendation : Can be depended upon to get the work done. Good work. keep it up!

  
**CHARIS B. LIMBO**

Printed Name and Signature  
Head of Office

## 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:

Hire additional utility to help the bulk of work since the office is always involved in the University-wide activities and one of our existing utility will be retiring, April 2021.

Date: January 2021

Target Date: April 2021

First Step:

\* Hire additional utility to help in the jobs assigned

Result:

\* Ensure clean and safe environment

Date: January – June 2021

Target Date: January – June 2021

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

Outcome: Empowered employee to work on job assigned

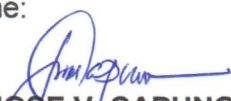
Final Step/Recommendation:

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

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**JOSE V. CAPUNO**  
Name of Ratee/Staff