

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(July 1 – Dec. 31, 2018)

Name of Administrative Staff: **CARLITO O. SUGANOB**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	4.79 x 70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: **4.83**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: **4.83**

ADJECTIVAL RATING: **OUTSTANDING**

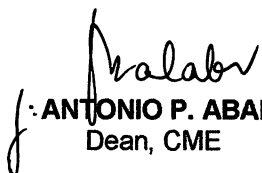
Prepared by:


CARLITO O. SUGANOB
Name of Staff

Reviewed by:


MOISES NEIL V. SERINO
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CARLITO O. SUGANOB**, of the Department of Economics 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 1-December 31, 2018**.

CARLITO O. SUGANOB

Ratee

Approved:

MOISES NEIL V. SERIÑO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
				Accomp.	Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES	No. of pro-forma letters	Preparation of Policies/Issuances/ Correspondence	9	15	5	5	5	5	
	No. of CA issued		7	10	5	5	5	5	
	No. of Certification		10	20	5	5	5	5	
	No. of copies of doc. Issues		10	30	5	5	5	5	
	No. of staff cleared		1	1	4	4	4	4	
	Average Rating							4.8	
	No. of pages of documents encoded	Secretariat Work	100	200	5	5	5	5	
	No. of pages of documents printed		150	300	5	5	5	5	
	Average Rating							5	
	No. of communications/doc. Recorded	Information and Records Management	30	60	5	5	5	5	
	No. of consolidated/bound files		10	15	5	5	5	5	
	No. of records updated		6	16	5	5	5	5	
	No. of pages electronically filed		15	30	5	5	5	5	
	No. of documents retrieved & issued		20	30	4.5	4.5	4.5	4.5	
	No. of emails downloaded and filed		20	40	5	5	5	5	
	No. of pages printed		250	300	4.5	4.5	4.5	4.5	
	Average Rating							4.86	
	No. of trip tickets prepared	Preparation of Standard Government Forms	4	8	4	4	4	4	
	No. of RIS prepared		6	10	5	5	5	5	
	No. of TO's prepared		15	39	5	5	5	5	
	No. of Itinerary of Travel Prepared		4	12	5	5	5	5	
	No. of Certificate of Travel Completed		4	12	5	5	5	5	
	No. of DTR/CSR prepared		29	54	5	5	5	5	
	No. of payrolls prepared		2	6	4	4	4	4	
	No. of Application of Leave Prep.		10	20	5	5	5	5	
	No. of Contracts/Appointments prep.		4	12	5	5	5	5	
	No. of PRs prepared		5	15	4	4	4	4	

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

1. OFFICE OF THE SECRETARY OF THE DEPARTMENT OF ECONOMIC AFFAIRS, Manila, and its regional offices, shall be responsible for the implementation of the following targets in accordance with the indicated measures for the period July 1-September 30, 2012.

CARLOS SUAREZ

Ratee

Assessor

Head of Unit

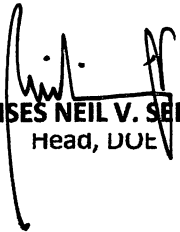
IPCR 2-Part	Success Indicators	Task Assigned	Target	Actual Accomplishment	Q3	Q2	Q1	Q4	Remarks
ADMINISTRATIVE	No. of projects initiated	Preparation of	9	12	2	2	2	2	
SUPPLY	No. of CA issued	Policies/Procedures	7	10	2	2	2	2	
SERVICES	No. of Conference	Conference	10	10	2	2	2	2	
	No. of copies in files		10	10	2	2	2	2	
	No. of staff trained		1	1	1	1	1	1	
	Average Rating								4.5
	No. of pages of documents reviewed	Document Review	100	200	2	2	2	2	
	No. of copies of documents checked		150	300	2	2	2	2	
	Average Rating								4.5
	No. of documents reviewed and filed	Information and Records Management	30	30	2	2	2	2	
	No. of records updated		10	10	2	2	2	2	
	No. of papers electronically filed		6	10	2	2	2	2	
	No. of documents reviewed & filed		12	30	2	2	2	2	
	No. of emails downloaded and filed		30	40	2	2	2	2	
	No. of papers printed		100	100	2	2	2	2	
	Average Rating								4.5
	No. of and timely prepared	Preparation of	4	8	2	2	2	2	
	No. of IIS prepared	Second Government Forms	6	10	2	2	2	2	
	No. of TOI prepared		12	30	2	2	2	2	
	No. of itinerary of travel prepared		4	12	2	2	2	2	
	No. of Certificate of Travel Completed		4	12	2	2	2	2	
	No. of O-PCR prepared		20	24	2	2	2	2	
	No. of payrolls prepared		2	6	2	2	2	2	
	No. of Application of Leave Prep.		10	20	2	2	2	2	
	No. of Contract/Appointments prep.		4	12	2	2	2	2	
	No. of PRS prepared		2	12	2	2	2	2	

	No. of vouchers prepared		15		5	5	5	5	
	No. of claims/reimbursement prep.		4	13	5	5	5	5	
	No. of PDS prepared		2	2	5	5	5	5	
	Average Rating							4.77	
	No. of APP prepared	Preparation of Plans and Reports	3	6	5	5	5	5	
	No. of annual Report encoded and		1	1	4	4	5	4.33	
	Consoliated/Program Status Report								
	Average Rating							4.67	
	No. of meetings/seminars/trainings/ workshops & conferences attended	Attendance to meetings/ seminars/trainings/workshops & conferences	1	3	5	5	5	5	
	Average Rating							5	
	No. of projected workload prepared		5	6	5	5	5	5	
	No. of actual teaching load prepared		1	1	4	4	4	4	
	No. of individual faculty workload prepared		4	6	5	5	5	5	
	No. of faculty performance monitored		4	6	4	4	4	4	
	No. of classroom utilization prepared		2	4	4	4	4	4	
	No. of PMS-OPES prepared		6	8	5	5	5	5	
	No. of handouts distributed to students		100	200	5	5	5	5	
	Average Rating							4.57	
	No. of documents sorted/collated		400	500	5	5	5	5.00	
	No. of committees assigned & complied		2	3	4	4	4	4.00	
	No. of hours rendered for committee		6	8	5	5	5	5.00	
	Average Rating							4.67	
Total Overall Rting								38.33	


Average Rating (Total Overall Rating Divided by 8)	4.79
Additional Points	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:


Calibrated by:


MOISES NEIL V. SERINO
Head, DOE

Recommending Approval:


ANTONIO P. ABAMO
Dean, CME

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

14

100-37812-107

1995-1996

1995-1996

1974

1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

	Average Rating (Total Overall Rating divided by 5)
	Additional Points
	Promotability
	Approved Additional Points (with copy of report)
PCB	Overall Rating
DISSEMINATION	ADDITIONAL RATING

Comments & Recommendations for
Development Purpose:

[illegible]

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: Carlito O. Suganob Position: Admin. Aide VI

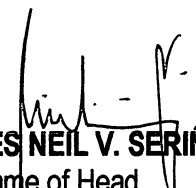
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 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 : _____


MOISES NEIL V. SERINO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carlito Suganob
Performance Rating: July 1-Dec. 30, 2018

Aim: Timely and quality delivery of administrative and support services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 1, 2018 Target Date: Dec. 31, 2018

First Step:

In-house training, preparation of budget and procurement, updating of databases and proper record filing

Result:

Submitted documents within the deadline.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

Facilitate in the documentation for the accreditation of BS Economics Level II.

Outcome:

Documents on file and archive properly

Final Step/Recommendation:

Continued delivery of quality and efficient administrative support for faculty, staff, students and relevant stakeholders.

Prepared by:

MOISES NEIL V. SERINO
Unit Head

Conforme:

CARLITO O. SUGANOB
Ratee