

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. DIONESIO I. ESTUPA

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.40	70%	3.08
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
		TOTAL, NUMERICAL RATING	4.53

EQUIVALENT NUMERICAL RATING: 4.53

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.53ADJECTIVAL RATING: Outstanding

Prepared by:


DIONESIO I. ESTUPA
 Name of Administrative

Reviewed by:


WINSTON M. TABADA
 Department Head

Approved by:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

DIONESIO I. ESTUPA

~~**WINSTON M. TABADA**~~
~~Head of Unit~~

ROBERTO C. GUARTE
College Dean

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2015)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	<u>PI 10.</u> Number of enrolment assisted as technical support.	Documentation	Assists the registrar office during enrolment as technical support.	1	1	4	4	4	4.0	VSU enrolment every semester as technical support.
MFO 5	Support to Operations	<u>PI 5.</u> Number of laboratory class assisted	Documentation	Assist the laboratory classes.	10	30	5	5	4	4.7	

MFO 6	General Admin. & Support Services (GASS)	PI 6. Number of computer laboratory, server room and Internet cafe maintained.	Documentation	Regular maintenance of the computer laboratory, server room and Internet cafe maintained.	4	8	5	5	4	4.7	ICT 103, ICT 201A & 201B, ICT 202, ICT 203, ICT 101, Internet café and server room.
		PI 7. Number of IT Equipments maintained.	Documentation	Regular maintenance of IT equipments.	50	250	5	5	4	4.7	200 computer units, 6 servers, 5 LCDs, 16 Switch Hubs, 4 computer printers other IT equipments.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	4	4	4.3	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating										22.333	
Average Rating										4.47	
Adjectival Rating										VS	

Received by:

Calibrated by:

Recommending Approval:

Approved:

REMBERTO A. PATINDOL

Chairman, PMT

BEATRIZ S. BELONIAS

VP for Instruction

EDGARDO E. TULIN, Ph.D.

President

Planning Officer

Date: _____

Date: _____

Date: _____

Date: _____

Average Rating (Total Over-all rating divided by 6)			4.40
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			4.40
ADJECTIVAL RATING			

Comments & Recommendations for Development Purpose:

Received by:
Calibrated by:

Planning Office
PMT

Date:
Date:

REMBERTO A. PATINDOL

BEATRIZ S. BELONIAS
VP for Instruction

EDGARDO E. TULIN
President

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2016 – June 30, 2016**

Name of Staff: **DIONESIO I. ESTUPA** Position: **Laboratory Technician**

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		82				
Average Score		4.82				

Overall recommendation

: Outstanding

WINSTON M. TABADA
Name of Head