

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: FE REMEDIOS L. DIAZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: Outstanding

Prepared by: Diaz
FE REMEDIOS L. DIAZ
Name of Staff

Reviewed by: OB Capuno
OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

Approved:

Jose L. Bacusmo
JOSE L. BACUSMO
Dean/Director
OB Capuno
OTHELLO B. CAPUNO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FE REMEDIOS L. DIAZ, Staff of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION (OVPRE) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018,

Diaz
FE REMEDIOS L. DIAZ
Ratee

Approved: OB Capuno
OTHELLO B. CAPUNO
Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	No. of documents/papers properly facilitated	Coordinates, facilitates all documents that pass thru the OVPRE for VP's action	230	235 documents received, recorded and released	4	4	5	4.33	
	No. of incoming & outgoing documents	Monitors all incoming and outgoing RDE documents.	235	240 documents monitored	4	4	5	4.33	
	Frequency of programming of supplies and materials and other equipment	Programs and monitors the use /acquisition of supplies and materials and reproduction of documents	45	45 supplies and materials monitored	4	4	4	4	
	Monthly filing	Files research documents	150	150 files filed	4	4	5	4.33	
	No. of vouchers, PRs, RIS, trip tickets & CSR	Types vouchers, PRs, RIS, trip tickets, communications, CSR and other documents related to research division	110	110 documents	5	5	4	4.66	
	No. of visitors entertained	Facilitates preparation for accommodation of meals/snacks of visitors especially during meetings	250	250 visitors entertained	5	4	5	4.66	
	No. of meetings monitored	Monitors and updates meetings/appointments for the VP for R & E	140	140 meetings monitored	5	5	5	5	
	No. of classes evaluated	Facilitates student evaluation	24	24 classes evaluated	5	5	5	5	

Other Services	No. of other tasks accomplished	Performs other tasks assigned	55	55 tasks accomplished	5	5	5	5	
Other Initiatives		Serves as Manager of the RDE Hall	5000	5000 visitors served	5	5	5	5	
		Generated funds for the university for the period covered	P 140,000.	P147,980.00 generated	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)

Comments & Recommendations for Development Purpose:

Minimize taking leave to conserve your leave credits
Very good office facilitator

Additional Points:	4.66	
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.66	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and Rated by:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President, R & E

Recommending Approval:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President, R & E

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP, R & E

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

Name of Staff: FE REMEDIOS L. DIAZ Position: Adm. 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		57 ÷ 12 = 4.75				

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						
Average Score						

Overall recommendation : _____


OTHELLO B. CAPUNO
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fe Remedios L. Diaz
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

1. To coordinate, facilitate early processing of documents/papers and come up with a systematic recording of documents that needs VP-OVPRE's action.
2. Facilitates, updates meetings/appointments of VP for R & E effectively.
3. To attend a training on data management system.

Result:

- 1 Systematic recording of documents achieved.
2. Efficient deliverance of duties and responsibilities.

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

Next Step:

1. Application of data based management system.

Outcome: Efficient office operations and creation of good working place.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


FE REMEDIOS L. DIAZ
Name of Ratee Faculty/Staff