

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARACELI M. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.67

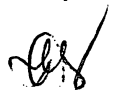
TOTAL NUMERICAL RATING: 4.67

Add: Additional Approve Point, if any:


TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: OUTSTANDING

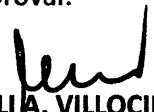
Prepared by:


ARACELI M. MANAGBANAG
Name of Staff


Reviewed by:


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, Ms. Araceli M. Managbanag, 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

ARACELI M. MANAGBANAG

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	A ⁴	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Number of documents requested by students served on time 1. Travel Forms prepared for Varsity in attendance to Regional SCUAA Meet (December 2018) and in every invitational competitions a. Travel Order (Varsity & Officials) b. Waiver/Parental Consent c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) c. Travel Vouchers	Number of documents served as requested Prepared travel documents to Officials and varsity Regional SCUAA Meet 2018 varsity athletes joining invitational tournaments	350	400	5	5	5	5	
	Number of students grades and completion of Grades served and released	Released grades to students applying for financial assistance	40	50	5	5	5	5	
	Percentage of documents requested by students served on time	Issued documents on time as requested	75%	80%	5	5	5	5.00	
	Percentage of VSU Gym & University Sports Facilities & bill of accounts served on time	Served & logged VSU Gym & Sports facilities reservations	70%	75%	5	5	5	5.00	

[illegible]

Other Services	Number of persons/payroll prepared for honorarium/incentives allowance of Varsity athletes, Coaches & Asst. Coaches/Faculty, Staff & Students Intramurals Judges/hired officiating officials	Prepared payrolls for honorarium/incentives within specified time	300	400	5	5	5	5	
	Number of budget proposal finalized (Intrams/SCUAA)	Assisted in finalizing budget proposal	2	5	4	5	4	4.33	
	Percentage of documents facilitated for unit head's approval/signature	Facilitated documents for unit head's approval/signature	95%	98%	5	5	4.5	4.67	
Total Over-all Rating					72.5	71.5	71.30	75.33	
Averaged Rating					4.5	4.47	4.40	4.71	18.14

Overall divide by number of items of									
Average Rating (Total Over-all rating divided by 4)			18.14	4.53					
Additional Points:					Comments and Recommendations for Development Purposes <i>All employee commendable for all the work assigned to her. She does a lot of work w/o complaints and does work efficiently</i>				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated by:

MJ
MARY JEAN M. SAPAN
Unit Head

Date: 2-15-19

Recommending Approval:

AV
ALEJ A. VILLOCINO
College Dean

Date: _____

Approved:

BS
BEATRIZ S. BELONIAS
Vice-Pres. for Instruction

Date: _____

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

Name of Staff: ARACELI M. MANAGBANAG

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		60				
Average Score		5.0				

Overall recommendation : EFFICIENT & EFFECTIVE IN THE MULTI-TASKING THAT SHE DOES IN THE OFFICE


MARY JEAN M. SAPAN

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARACELI M. MANAGBANAG**

Performance Rating: Outstanding

Aim: To improve filing of documents

Proposed Intervention to Improve Performance:

Hire JO to assist filing of documents since the unit is involve in almost all university wide activities.

Date: June 2018

Target Date: July 2018

First Step:

- Hire JO
- Orient newly hired clerk

Result:

- Easy retrieval of the documents needed

Date: August 2018

Target Date: August 2018


Next Step: Sort documents according to program

Outcome: Easy access to documents needed

Final Step/Recommendation:

Effective in retrieving documents to support activities or programs

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


ARACELI M. MANAGBANAG