Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ____EDUARDO B. ASILOM

Particulars	Numerical	Percentage	Equivalent
(1)	Rating	Weight	Numerical Rating
	(2)	(3)	(2x3)
Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his			
contribution towards attainment of	5.0	30%	1.50
office accomplishments		s .	*
		IERICAL RATING	

TOTAL NUMERICAL RATING:	4.73
Add: Additional Approve Point, if an	y:
TOTAL NUMERICAL RATING:	4.73
ADJECTIVAL RATING:	OUTSTANDING
Prepared by:	Reviewed by:
EX	Au.

Recommending Approval:

EDUARDO B. ASILOM Name of Staff

College Dean

Approved:

Vice President for Instru

Annex P

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Equivalent ivanterical Rabing (2x3)	Percentage Weight (3)	Numericai Rating (2)		Particulars (1)
3.23	70%	4.61	!	1. Numerical Rating per IPCR
1.50	30%	5.0		 Supervisor/Head's assessm contribution towards atta office accomplishments
	ERICAL RATING	MUM JATOT		
		4.73	t, it any:	TOTAL NUMERICAL RATING: Add: Additional Approve Point TOTAL NUMERICAL RATING:
	į	MORATERUO	A Marian Million	ADJECTIVAL RATING:
		wed by:	rsiys?	Prepared by:
	M. S.S.PAN ent/Office Head			EDUARDO B ASILOM Name of Staff

Recommending Approval:

ALELLA VILLÓCINO
College Dean

Approved:

BEATRIZ'S. BELONIASVice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Eduardo B. Asilom, Administrative Aide iil of the <u>Institute of Human Kinetics</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June 2018</u>

EDUARDO B. ASILOM

Ratee

MARY JEAN M. SAPAN
Director, IHK
Date:

Actual Rating Success Indicators Tasks Assigned **Target** MFO & PAPs Accom-O¹ A⁴ F² T^3 Remarks plishment Administrative Support Services Efficient and customer-0% complaint from client served 100% no 100%no Served clients 5 5 5 5 complaint friendly frontline service complaint Number of completion of grades recorded 50 5 4.5 Processed documents recorded and 5 4.83 Student Development & 50 and forwarded to Registrar's office for Welfare Support forwarded to University Registrar processing. Number of documents served within the day Documents served within the day Messengerial Services 40 50 5 5 4.5 4.83 of receipt No. of documents processed/delivered and Delivered and follow-ups documents 5 4.5 75 5 50 4.83 followed up within the day of receipt: for approval Processed documents on 5 - Travel Order / RIS /Trip Tickets / 230 250 5 5 National SCUAA specified time as requested Purchase Request SCUAA in - DTRs/CSRs / Payroll Antique, - Cash Advance Liquidation Feb. 15-22, - Pre-Travel Payment/Liquidation 2018 Reimbursement of Travel Expenses Contract of Services (JO / Part-time) - Communications/Notices of Meeting 5 5 Delivered notices/communications to 400 500 4.67 different offices/dept. Number of sports facilities prepared/laid-out Prepared/laid outs sports facilities 5 4.67 Janitorial Services 5 4 for the 2018 University Goodwill Games Transported and upkept of athletics 4.67 Number of athletic 50 60 5 4 supplies/equipment/transported from supplies and equipment stockroom to athletic venues of the University Anniversary Goodwill Games 2018

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	comfort rooms, shower rooms cleaned and	Cleaned CR male and female students & faculty male/female cleaned and maintained	4	4	4.5	4.5	4	4.33	
Other Services	No. of documents mimeographed/risographed within specified time	Reproduced instructional materials	2,000	5,000	4	4	4	4	
	Number of rackets served per clientele	Regutting of rackets served	20	25	4	4	4	4	11
Total Over-all Rating					52.5	52	47.5	50.83	202.83
Averaged Rating					4.77	4.73	4.32	4.621	18.44
Average Rating (Total Over-all rating divided by 4)	18.44	4.61		Comments and Recommendations for Development Purposes					
Additional Points:			Very helpful in dealing						
Punctuality				with depa	ntant	, me.	nonge	næl	
Approved Additional points (with copy of approval)				Very helpful in dealing with department messangerial concern.					

BEATRIZ/S. BELONIAS

Approved:

Date:

FINAL RATING

Date: _

ADJECTIVAL RATING

Evaluated & Rated by:

MARYJEAN M. SAPAN

Recommending Approval:

Date:

ALLLI A. VILLOCINO

Instrument for Performance Effectiveness of Administrative Staff Rating Period: <u>January – June 2018</u>

Name of Staff: <u>EDUARDO B. ASILOM</u>	Position: Administrative Aide III
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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								

Co				Scal	e	
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.	(3)	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.	(<u>5</u>)	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.		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
	 2. 3. 4. 6. 7. 	 Makes self-available to clients event beyond the official time. 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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks. 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the 	 Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients event beyond the official time. 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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks. 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the 	 Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients event beyond the official time. 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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks. 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the 	 Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients event beyond the official time. 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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks. 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the 	 Demonstrates sensitivity to client's needs and make the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients event beyond the official time. 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. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the specified time. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks. 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. Keeps accurate records of her work which is easily retrievable when needed. Suggests new ways to further improve her work and the services of the

Instrument for Performance Effectiveness of Administrative Staff Rating Period: <u>January – June 2019</u>

Position: Administrative Aide III	EDUARDO B. ASILOM	Vame or Staff:
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Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/colloge/campus using the scale below. Encircle your rating

Qualitative description	Descriptive Rating	Scale
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	Outstanding	5
The performance meets and often exceeds the job requirements	Very Satisfactory	4
The performance meets job requirements	Satisfactory	3
The purformance needs some development to meet job requirements.	Fair	2
The staff fails to meet job requirements	Poor	1

; +		1			mmitinent (both for subordinates and supervisors)	A 70
Scale		Τ	Temperate four for subgrainages and supervisors) Demonstrates sensitivity to client's needs and make the latter's			
1	2	3	Ţ	(2)	experience in transacting business with the office fulfilling and rewarding.	
I	2	8	4	1/2	Makes self-available to clients event beyond the official time.	2.
Î	5	Ę.	4		Submits urgent non-routine reports required by higher offices/agencies such as CHED, DSM, CSC, DOST, NEDS, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	3.
1 2	S	8	4.	10	Accepts all assigned tasks as his/her share of the office cargets and delivers outputs within the specified time.	4.
1	2	3	2		Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	,č
<i>f</i> .	2	3	4	(2)	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.	ű.
	2	8	Δ	(S)	Keeps accurate records of her work which is easily retrievable when needed.	7.
1 4	Ş	 ε	4	(2)	Suggests new ways to further improve her work and the services of the office to its clients.	.8

(5)	4	3	2	1
5	4	3	2	1
5	4	3	2	1
(5)	4	3	2	1
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Scale				***************************************
5	4	3	2	1
5	4	3	2	1
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Overall recommendation: Bigitus a harmonians & croperoxice relativiship and actives a high lavel y work performance

MARY JEAN M. SAPAN
Name of Head

1		8	Ą	(2)	Accepts additional tasks assigned by the head or by higher orfices even if the assignment is not related to his position but critical towards the attainment of the functions of the university.	9.		
7	3	€.	<i>į</i> 2.	(e)	Maximizes office hours during less 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.	10.		
			2	(3)	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.			
1	2	ξ ξ	Δ	(5)	Willing to be trained and developed.	12.		
					Total Score			
Scale					Leadership & Wanagement (For supervisors only to be rated by higher supervisor)	.8		
1	2	3	4	5	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.			
1	2	3	4	5	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.			
3.	S	3	4	5	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	3.		
1	2	. E	1	5	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	.†\		
4	2	æ	4	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.	.2.		
-				60/12	enco2 listoT			
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Overall recommendation: Bigling a hormonism & confice which have a confice a confice of high have yet formance

MARK JHAN M. SAPAN Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: EDUARDO B. ASILOM

Task	Task Description	Expected Output	Date	Expected	Actual Date	Quality of	Over-all	Remarks/
No.			Assigned	Date to	Accomplishe	Output*	Assessment	Recommendatio
				Accomplish	d		of Output**	n
1	Janitorial services	Maintain the upkeep of the office, help transport and release of	January 2018			Very impressive	Outstanding	
		ln charge of the release of equipment used by student during class Laid out sports facilities (softball diamond, soccer field, etc) for instruction Maintain the cleanliness and sanitation of the physical conditioning room and ensure its safety		Immediately/ usually accomplished on the given time				Never complains despite of the many task assigned and many papers to follow up Very good in following up documents Very organized
3.	Other Services	Mimeograph/risograph exams and other important documents or paper	January 2018			Very impressive	Outstanding	
		to be reproduced like score sheets, etc.						

^{*} Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

Unit Head

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDUARDO B. ASILOM

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep of the area assigned

Proposed Intervention to Improve Performance:

Additional utility to help the bulk of work since the office is always involved in university activities

Date: June 2018

Target Date: July 2018

First Step:

Hire additional utility to help in the jobs assigned

Result:

• Ensure clean and safe environment

Date: August 2018

Target Date: August 2018

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. But with the bulk of work additional utility can be of great assistance.

Prenared by

MARY JEAN M. SAPAN OIC Director, IHK

Conforme:

EDUARDO B. ASILOM

EMPLOYEE DEVELOPMENT PLAN

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Conforme:

EDUARDO B. ASILOM