

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDUARDO B. ASILOM

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

TOTAL NUMERICAL RATING: 4.73


Add: Additional Approve Point, if any:

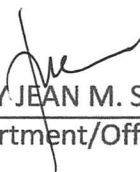
TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: OUTSTANDING

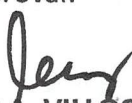
Prepared by:

Reviewed by:

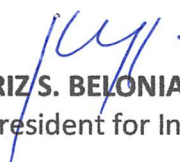

EDUARDO B. ASILOM
Name of Staff


MARY JEAN M. SAPAN
Department/Office Head

Recommending Approval:


ALELI A. VILLOCINO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Vice President for Instruction
BEATRIZ S. BELONIAS

Approved:

ALBERT A. VILLOINO
 College Dean

Recommending Approval:

Name of Staff
EDUARDO B. ASILOM

Prepared by:

Reviewed by:

OUTSTANDING

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approve Point (any):

TOTAL NUMERICAL RATING:

4.73

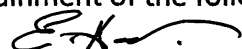
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	2.0	30%	1.50
3. Numerical Rating per PCR	4.63	70%	3.23
TOTAL NUMERICAL RATING			

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **EDUARDO B. ASILOM**

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Eduardo B. Asilom, Administrative Aide iil 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 January to June 2018


EDUARDO B. ASILOM
Ratee


MARY JEAN M. SAPAN
Director, IHK
Date: _____

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 completion of grades recorded and forwarded to Registrar's office for processing.	Processed documents recorded and forwarded to University Registrar	50	50	5	5	4.5	4.83	
Messengerial Services	Number of documents served within the day of receipt	Documents served within the day	40	50	5	5	4.5	4.83	
	No. of documents processed/delivered and followed up within the day of receipt: - Travel Order / RIS /Trip Tickets / Purchase Request - DTRs/CSRs / Payroll - Cash Advance Liquidation - Pre-Travel Payment/Liquidation - Reimbursement of Travel Expenses - Contract of Services (JO / Part-time) - Communications/Notices of Meeting	Delivered and follow-ups documents for approval	50	75	5	5	4.5	4.83	National SCUAA SCUAA in Antique, Feb. 15-22, 2018
		Processed documents on specified time as requested	230	250	5	5	5	5	
		Delivered notices/communications to different offices/dept.	400	500	5	5	4	4.67	
Janitorial Services	Number of sports facilities prepared/laid-out for the 2018 University Goodwill Games	Prepared/laid outs sports facilities	5	5	5	5	4	4.67	
	Number of athletic supplies/equipment/transported from stockroom to athletic venues of the University Anniversary Goodwill Games 2018	Transported and upkept of athletics supplies and equipment	50	60	5	5	4	4.67	

	Number of students' male and female comfort rooms, shower rooms cleaned and maintained within the day	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
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Very helpful in dealing with department managerial concerns.

Evaluated & Rated by:

MARY JEAN M. SAPAN

Date: _____

Recommending Approval:

ALELI A. VILLOCINO

Date: _____

Approved:

BEATRIZ S. BELONIAS

Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January –June 2018

Name of Staff: EDUARDO B. ASILOM

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

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7. Keeps accurate records of her work which is easily retrievable when needed.

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2. Makes self-available to clients even beyond the official time.

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A. Commitment (both for subordinates and supervisors)

Scale	Qualitative Description			
	1	2	3	4
1				
2				
3				
4				
5				
6				
7				
8				

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. Enclose your rating.


Name of Staff: EDUARDO B. ASILOM

Position: Administrative Aide III

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January-June 2018

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	60/12				
Average Score	5				

Overall recommendation : Displays a harmonious & cooperative relationship and achieves a high level of work performance


 MARY JEAN M. SAPAN
 Name of Head

Overall recommendation : Display a harmonious & cooperative relationship and observe a high level of work performance

MARY LAM M. SARAN

Name of Head

Average Score		5				
Total Score		25				
Assigned tasks needed for the attainment of the calibrated targets of the unit.		5	4	3	2	1
2.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	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
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
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
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
Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
Total Score						
12.	Willing to be trained and developed.	5	4	3	2	1
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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

PERFORMANCE MONITORING FORM

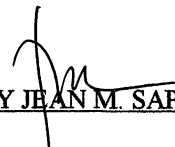
Name of Employee: EDUARDO B. ASILOM

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Janitorial services	<p>Maintain the upkeep of the office, help transport and release of equipment to be use by students</p> <p>In charge of the release of equipment used by student during class</p> <p>Laid out sports facilities (softball diamond, soccer field, etc) for instruction</p> <p>Maintain the cleanliness and sanitation of the physical conditioning room and ensure its safety</p>	January 2018	Immediately/ usually accomplished on the given time		Very impressive	Outstanding	<ul style="list-style-type: none"> • 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 to be reproduced like score sheets, etc.	January 2018			Very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MARY JEAN M. SAPAN
 Unit Head

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

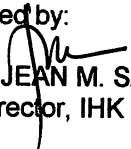
Next Step: Monitor performance of jobs and appreciate very good job done

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.

Prepared by:


MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:


EDUARDO B. ASILOM

EMPLOYEE DEVELOPMENT PLAN

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Prepared by:

MARY JEAN M. SAPIAN
OIC Director, IHK

Conformer:

EDUARDO B. ASILOM