


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Staff Member: Norberto M. Managbanag


Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
		TOTAL NUMERICAL	4.95


EQUIVALENT NUMERICAL RATING: 4.95  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: 0

Prepared by:  
  
NORBERTO M. MANAGBANAG  
Name of Administrative Staff

Reviewed by:  
  
CANDELARIO L. CALIBO  
Department Head

Recommending Approval:  
  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved by:  
  
EDGARDO E. TULIN  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Norberto M. Managbanag, of the Department of Pure & Applied Chemistry, College of Arts & Sciences 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 1-December 31, 2016.

NORBERTO M. MANAGBANAG

Ratee

Approved:

CANDELARIO L. CALIBO

Head, DoPAC

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 5:	Support to Operations	PI. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	95%	100%	5	5	5	5.00	
		PI. 2 Number of Gov't forms facilitated , submitted	Administrative	follow up on time	95%	98%	5	5	4	4.67	
		PI. 3 Assists staff and faculty during exams on a weekend	Administrative	Assisted/Facilitated faculty/staff during saturdays in conducting exams	95%	100%	5	5	5	5.00	
	Student Services	PI.1 Documents requested by students served on time Assists thesis students in the conduct of thesis	Support to students	Facilitates student's requests	90%	100%	5	5	5	5.00	
	Janitorial Services	PI. 1Offices maintained & cleaned									
		Lec/Lab rooms maintained	Janitorial	Maintained cleanliness	90%	98%	5	5	4	4.67	
		Maintained CRS/ surroundings	Janitorial	Maintained cleanliness	90%	100%	5	5	5	5.00	
		PI 2. Number of times DoPAC surroundings mowed	Janitorial	mowed DoPAC surroundings	once a mo.	once a mo.	5	5	5	5.00	
MFO 6:	General Administration and Support Services (GASS)										
		PI.1. Efficient and customer friendly frontline service	General Services	served with 0% complaint	0% complaint	0% complaint	5	5	5	5.00	
		Emergency assistance	Administrative	emergency assistance	1	1	5	5	5	5.00	
	Total Over-all Rating									44.33	
	Average Rating									4.93	
	Adjectival Rating										

Received by:

DANIEL M. TUDTUD  
Head, Planning Office

Calibrated by:

REMBERTO A. PATINDOL  
Chair, PMT

Recommending Approval:

BEATRIZ S. BELONIAS  
VP for Instruction

Received by:

EDGARDO E. TULIN  
VSO President

Average Rating (Total Over-all rating divided by 6)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Received by:  
 DANIEL M. TUDTUD  
 Planning Office

Calibrated by:

REMBERTO A. PATINDOL  
 Chair, PMT

Recommending Approval:  
 BEATRIZ S. BELONIAS  
 Vice President

Approved by:  
 EDGARDO E. TULIN  
 President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 31, 2016

Name of Staff: NORBERTO M. MANAGBANAG Position: Administrative Aide I

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	2	3	4	5
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.					✓
2. Makes self-available to clients even beyond official time					✓
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					✓
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					✓
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.					✓
7. Keeps accurate records of her work which is easily retrievable when needed.					✓
8. Suggests new ways to further improve her work and the services of the office to its clients					✓
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					✓
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					✓

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					✓
12. Willing to be trained and developed					✓
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	* Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					
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.					
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.					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					
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					
Total Score	60/12				
Average Score	5.0				

Overall recommendation : Outstanding

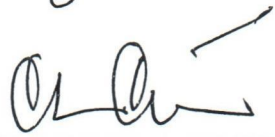
  
 CANDELARIO L. CALIBO  
 Head, DoPAC



EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERTO M. MANAGBANAG

Performance Rating: Very Satisfactory

Aim:

To enhance his capability as an efficient utility worker including other tasks required of him.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: May 15, 2016

Target Date: One year from today

First Step:

- a) Reviewed problems met from previous years regular working period, i.e. 8 am – 5 pm
- b) Discussed cleaning schedule with other JO personnel e.g. flexible working time.
- c) Followed proposed working period in agreement with other JO staff.

Result:

Minimal or none at all reports of open faucets, flooded rooms and doors left open overnight and dirty classrooms. All lecture and laboratory rooms are already open at 7:00 A.M.

Date: August 15, 2016

Target Date: End- of first semester

Next Step:

Review other problems met especially Reports from Security Office if there are any.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



CANDELARIO L. CALIBO  
Unit Head