



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July-December 2021)

Annex P

Name of Administrative Staff: **CARLITO O. SUGANOB**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.29	4.29 x 70%	3.00
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.45


TOTAL NUMERICAL RATING: **4.45**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.45**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


CARLITO O. SUGANOB
Name of Staff

Reviewed by:


MARIA HAZEL I. BELLEZAS
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Carlito O. Suganob**, of the Department of Economics, **College of Management and Economics** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2021** to **December, 2021**.

CARLITO O. SUGANOB
Administrative Aide VI

Date: _____

MARIA HAZEL I. BELLEZAS
Head, DOE

Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Description of MFO's/PAPs	Success Indicators	Tasks Assigned	Actual		Rating				Remarks
			Target	Accomplishment (July-Dec. 2021) Accumulated	Quality	Efficiency	Timeliness	Average	
Support to Operations									
	PI.1 Percentage of forms prepared/facilitated and encoded								
	<i>Projected/Tentative Workload</i>	Prepares and assigned tentative workload of all DOE faculty	90%	100%	5	4	4	4.33	
	<i>Actual teaching load</i>	Prepares/encodes and submitted actual teaching load of DOE faculty to Registrar's Office	90%	100%	5	4	4	4.33	
	<i>Individual Faculty Workload</i>	Prepares/encodes and submitted individual faculty workload of DOE faculty to Registrar's Office	90%	100%	5	4	4	4.33	
	PI.2 Percentage of Instructional Materials prepare and facilitated	Printed obedized syllabus	90%	90%	4	4	4	4.00	
	PI.3 Percentage of government forms prepared and encoded and submitted	PPMP, DTR, Annual Reports, Payroll JOs, and other Standard Government forms	90%	100%	5	4	4	4.33	
	PI 4. Percentage of communications prepared and encoded	Letter of requests, certifications, justifications	90%	90%	4	4	4	4.00	

	PI 5. Prepares faculty and staff monitored IPCR thru online	Facilitates faculty/staff IPCR	90%	90%	4	4	4	4.00	
	PI.6. Prepares schedule for the 1st Semester SY 2020-2021	Prepares faculty schedule for the 1st semester SY 2020-21	90%	90%	4	4	4	4.00	
	PI 7. Number of faculty/ staff monitored re leave of absence	Monitor/prepares leave of faculty/staff	5	16	5	5	5	5.00	
	PI 8. Number of purchases (equipment, supplies and materials) of the dept facilitated and prepared and monitored	Facilitates/Prepares list of supplies /equipment purchased	6	6	4	4	4	4.00	
	PI 9. Percentage of Report Student Completion Grades recorded	Records of students completion grades in the grade sheets	90%	100%	5	4	4	4.33	
	PI 10. Number of DOE documents consolidated/files:	Consolidate of DOE ISO documents/files	200 documents	300	5	4	4	4.33	
	PI.12 Number of Incoming memo's, letters recorded	Recording of incoming ISO memo's, letters	200 documents	210	5	4	5	4.67	
	PI.13 Number of department meetings & university activities	Attended and served snacks during dept meetings & univ activities	6	8	5	4	4	4.33	
	PI 14. Percentage of students assisted	Receives/Releases student grades	90%	100%	4	4	4	4.00	
		Facilitates submission of student's grades & INC	90%	100%	4	4	4	4.00	
		inquiry regarding class schedules/instructors	90%	100%	5	4	4	4.33	
	PI.17. Additional Outputs								
	Conducted inventory of office supplies & prepare stock cards	Conducted inventory of office supplies and prepare stock card	once a year	twice a year	4	4	4	4.00	
	Secured Lists of AREs of faculty/ staff, reviews & identify who actually using & request Property		2	7	5	4	4	4.33	
	Office for transfer of AREs to real person who are using the the equipment especially those who are retiring								

General Administration and Support services (GASS)									
Efficient and customer friendly frontline service					5	4	4	4.33	
	PI.1 Number of efficient and customer friendly services rendered	Entertain students/ visitors/ clients with zero percent complaint served	1% complaint	zero complaint	5	5	5	5.00	
Total Over-all Rating								90.00	
Average Rating								4.29	
Adjectival Rating									

Comments & Recommendation for Development Purposes

Attend seminars/trainings for admin, staff and more prioritization of assigned task

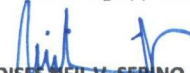
Evaluated and Review:


MARIA HAZEL I. BELLEZAS

Head, DOE

Date: _____

Recommending Approval:


MOISES NEIL V. SERINO

Dean, CME

Date: 2/10/22

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/14/22

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Carlito O. Suganob Position: Admin. Aide VI

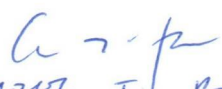
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score		Total				
		4.92				

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 : _____


MARIA HAROL I. BORLAZA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carlito B. Suganob
Performance Rating: Very Satisfactory

Aim: Timely and quality delivery of administrative and support services

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

Date: July 2021

Target Date: Dec. 2021

First Step:

Monitor the documents filed in accordance with ISO standards.

Result:

The documents were filed and labeled properly

Date: July 2021

Target Date: Dec. 2021

Next Step:

One-on-one meeting with Mr. Suganob.


Outcome:

His performance specific to document preparation has improved.

Final Step/Recommendation:

Required Mr. Suganob to organize the filing system for easy and efficient retrieval of documents.

Prepared by:


MARIA HAZEL L. BELLEZAS
Unit Head

Conforme:


CARLITO B. SUGANOB
Ratee