



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.297
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	30%	1.341
TOTAL NUMERICAL RATING			4.64


TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by: 
MICHAEL D. DAG-UMAN
Name of Staff

Reviewed by: 
MAGDALENE C. UNA JAN
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Engineering and Technology
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
Visca, Baybay City, Leyte

I, **MICHAEL D. DAG-UMAN**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following Accomplishments in accordance with the indicated measures for the period **July to December, 2023**.

MICHAEL D. DAG-UMAN

Ratee
01/08/2024

MAGDALENE S. UNAAN

Department Head

01/10/2024

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of students devoted for assisting student related activities online	Preparation of documents needed	5	10	5	5	5	5.00	Thru Gmail, Facebook, Messenger
					Total points			5.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of office and laboratory equipment purchased	PR preparation	1	3	5	5	4	4.66	48 CPU, Mouse Network , Keyboard etc.
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	Number of documents prepared and submitted	Preparation, encoding and submission	20	40	5	5	4	4.67	PR, PPMP, Report of Actual Teaching Load, IPCR, OPCR, Annual Report, Recommendation to attend training, TO, ITINERARY
	Number of Incoming and Outgoing documents recorded & released	Recording	50	100	4	4	4	4.00	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	5	5	5	5	5.00	Data Privacy, HRIS and 5s Revolution, ISO 9001:2015 re-awareness, Computer Vision Application : Starter Pack,

	Number of hours devoted in the preparation for ISO 9001:2015 Certification.	Preparation of supporting documents	0	28	5	5	4	4.67	Preparation of necessary documents needed for ISO 9001:2015 Internal Audit
	Frontline Services								
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	No complaint
					Total Points			27.99	
Total Over-all Rating					32.99				
Average Rating					4.71				
Adjectival Rating					"O"				
Average Rating	4.71				Comments & Recommendations for Development Purpose: His performance has improved. Still there is room for improvement like workshops.				
Additional Points:									
Punctuality									
Approved Additional									
FINAL RATING	4.71								
ADJECTIVAL RATING	Outstanding								

Evaluated & Rated by:

MAGDALENE C. UNA JAN
Department Head

Date:

01/10/2024

Recommending Approval

JANNET C. BENCURE
Dean, CET

Date: 1/10/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: 01/10/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: MICHAEL D. DAG-UMAN

Position: ADMINISTRATIVE AIDE III-CLERK


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
Total Score		50				

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		23				
Average Score		4.65				

Overall recommendation : Attend clerical workshop for improved performance.


MAGDALENE C. UNAJAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MR. MICHAEL DAG-UMAN

Performance Rating: Outstanding

Aim: Encourage him to attend seminar/workshop on better document management

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step:

Send him to training, seminar/ workshop/ for document controller and clerical tasks.

Result:

Attendance in training, seminar/ workshop/ for document controller and clerical tasks.

Date: Throughout the school year.

Target Date: December 2023


Next Step:

Search for possible agencies, CSC accredited or CSC-Sponsored training/workshop.


Outcome: Schedule of training/workshop

Final Step/Recommendation: Instruct him to training, seminar/ workshop/ for document controller and clerical tasks.

Prepared by:


MAGDALENE C. UNAJOAN
Unit Head

Conforme:


MICHAEL DAG-UMAN
Name of Ratee Faculty/Staff