



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PEDRO O. ALKUINO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.20	70%	2.94
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.20
TOTAL NUMERICAL RATING			4.14


TOTAL NUMERICAL RATING: **4.14**


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.14**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Pedro O. Alkuino
Name of Staff

Reviewed by:

Manolo B. Loreto, Jr.
Department/Office Head

Approved:

Aleli A. Villocino
Vice President for SAS

	100% Photocopying/mimeographing/risographing of ODS forms documents	Photocopying/mimeographing/risographing of ODS forms and documents							during this pandemic
Total Over-all Rating								21.00	

Average Rating (Total Over-all rating divided by 5)		4.20
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.20
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Must prepare a work plan

Evaluated & Rated by:



MANOLO B. LORETO, JR.

Dept/Unit Head

Date: 03/24/2022

Recommending Approval:



MANOLO B. LORETO, JR.

Dean, ODS

Date: 03/24/2022

Approved by:



ALELI A. VILLOCINO

Vice Pres. for Student Affairs & Services

Date: 03/24/2022

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2021

Name of Staff: Pedro O. Alkuino Position: Administrative Aide II

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		44				
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		4.0				

Overall recommendation : _____



MANOLO B. LORETO, JR.

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PEDRO O. ALKUINO

Performance Rating: VERY SATISFACTORY

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: July, 2021

Target Date: December, 2021

First Step:

- Participation in workshop-seminars on team building

Results:

- Capacitated in handling messengerial works

Date: January, 2022

Target Date: June, 2022

Next Step:


- Continue attending seminars on proper handling of office documents through the ISO process

Outcomes:


- Traceability of documents
- Improved customer services and values to work

Final Step/Recommendation:

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Pedro O. Alkuino
Name of Ratee Staff