

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: Mr. Wenifredo T. Soriano

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
		TOTAL, NUMERICAL RATING	4.87

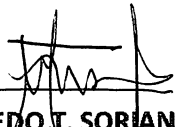
EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Oustanding


Prepared by:


WENIFREDO T. SORIANO
Name of Administrative


Reviewed by:


CLIMACO D. ESPINA JR.
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction



Visayas State University
College of Arts and Sciences
DEPARTMENT OF MATHEMATICS AND PHYSICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Wenifredo T. Soriano, of the Department of Mathematics and Physics, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018

WENIFREDO T. SORIANO

Administrative Aide III

Date: _____

Approved:

CLIMACO D. ESPINA JR.

Department Head

Date: _____

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Support to Operations										
		PI.1. Percentage of apparatus facilitate and inventory	Instruction Services	Facilitates and inventory of apparatus	90%	100%	5	5	5	5	Weekly
		PI.2. Percentage of apparatus regular maintenance of minor trouble shooting	Instruction Services	Maintains regular minor trouble shooting	90%	100%	5	5	5	5	
		PI.3. Number of laboratory classes assist	Instruction Services	Assists laboratory classes	5	31	5	5	5	5	Scheduled of laboratory class within the day
		PI.4 Number of borrowers slip issuance	Instruction Services	Issuances of borrowers slip prepared	5	31	5	5	5	5.00	Students performing their laboratory works experment within the day
		PI.5 Number of laboratory apparatus issuance to students	Instruction Services	Issued and received laboratory apparatus to/from students	5	10	5	5	5	5.00	All laboratory apparatus needed by the students in the laboratory class schedule
		PI.7 Number of instructors in the conduct of exams	Instruction Services	Assisted instructors in conduct exams	3	5	5	5	4	4.67	Upon request

		PI.8 Number of rooms maintained	Administrative Services	Maintained cleanliness in Room EB 205 and EB 206	2	2	5	5	4	4.67	Everyday
		PI.9. Number of consolidated exercises/manuals	Administrative Services	Consolidate exercises/manuals	300 documents	500 documents	5	5	4	4.67	Every semesters
MFO 6:	General Administration and Support Services										
	Efficient and customer friendly frontline service	Served with 0% complaint from client	General services	Customer assistance	0% complaint	no complaint	5	5	5	5.00	
	Total Over-all Rating									44.00	
	Average Rating									4.89	
	Adjectival Rating									O	

Average		4.89
FINAL		4.89
ADJECTI		Outstanding

Comments & Recommendations for Development Purpose:

Keep up...

Evaluated and Review:

[Signature]
ELIMACO D. ESPINA, JR.
 Dept. Head/Unit Head
 Date: _____

Recommending Approval:

[Signature]
CANDELARIO L. CALIBO
 Dean, CAS
 Date: _____

Approved:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2018 – June 31, 2018
Name of Staff: Wenifredo T. Soriano Position: Administrative Aide III

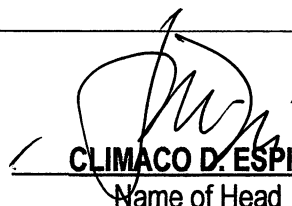
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost 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						
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 : _____



CLIMACO D. ESPINA JR.
Name of Head

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **MR. WENIFREDO T. SORIANO**

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.	Facilitates/inventory apparatus	Reports	January 2018	February 2018	February 2018	Impressive	Outstanding	
2.	Prepares laboratory facilities and borrower slip	Monitor laboratory facilities after laboratory classes	January 2018	February 2018	February 2018	Impressive	Outstanding	
3.	Prepares and consolidate laboratory exercises updates	Approved manual in Physics lab. Manual	January 2018	March 2018	March 2018	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	July 2018	Impressive	Outstanding	Participates actively in all activities
5.	Perform other functions assign by the head	Reports	January 2018	June 2018	June 2018	Impressive	Outstanding	Perform duties assigned to him

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

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

Prepared by:


CLIMACO D. ESPINA, JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **WENIFREDO T. SORIANO**

Performance Rating: **Outstanding**

Aim: *To improve office operations.*

Proposed Interventions to Improve Performance

Date: _____ Target Date: One Year from Date of Intervention

First Step:

1. To assists instructors in conduct laboratory classes.
2. Weekly inventory of physics facilities.

Result:

1. Systematic inventory of physics laboratory facilities

Date: _____

Target Date: January-June 2018

Next Step

1. Application of efficient inventory system

Outcome:

1. Efficient office operations

Final Step/Recommendation:

Prepared by:



CLIMACO D. ESPINA JR.
Unit Head