

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **ARNULFO M. ALMERODA**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.835	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.85	30%	1.45
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ARNULFO M. ALMERODA
Name of Staff

Reviewed by:


JESUSITO L. LIM
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

COGNITIVE FUNCTIONAL ASSESSMENT
 AND BEHAVIORAL OBSERVATION

PATIENT'S NAME: _____

DATE OF ASSESSMENT: _____

Observation (1)	Behavioral (2)	Functional (3)	Emotional (4)
1. Memory for names of people	1.00	1.00	1.00
2. Understanding of social situations and ability to respond appropriately	1.00	1.00	1.00
3. Ability to follow directions	1.00	1.00	1.00
4. Ability to learn from experience	1.00	1.00	1.00
5. Ability to solve problems	1.00	1.00	1.00
6. Ability to control impulses	1.00	1.00	1.00
7. Ability to maintain attention	1.00	1.00	1.00
8. Ability to initiate and sustain activities	1.00	1.00	1.00
9. Ability to adapt to change	1.00	1.00	1.00
10. Ability to regulate emotions	1.00	1.00	1.00
11. Ability to establish and maintain relationships	1.00	1.00	1.00
12. Ability to use judgment	1.00	1.00	1.00
13. Ability to make decisions	1.00	1.00	1.00
14. Ability to take initiative	1.00	1.00	1.00
15. Ability to work with others	1.00	1.00	1.00
16. Ability to handle stress	1.00	1.00	1.00
17. Ability to cope with frustration	1.00	1.00	1.00
18. Ability to accept responsibility	1.00	1.00	1.00
19. Ability to set goals	1.00	1.00	1.00
20. Ability to plan and organize	1.00	1.00	1.00
21. Ability to execute tasks	1.00	1.00	1.00
22. Ability to complete tasks	1.00	1.00	1.00
23. Ability to follow through	1.00	1.00	1.00
24. Ability to be punctual	1.00	1.00	1.00
25. Ability to be organized	1.00	1.00	1.00
26. Ability to be neat	1.00	1.00	1.00
27. Ability to be tidy	1.00	1.00	1.00
28. Ability to be clean	1.00	1.00	1.00
29. Ability to be healthy	1.00	1.00	1.00
30. Ability to be safe	1.00	1.00	1.00
31. Ability to be responsible	1.00	1.00	1.00
32. Ability to be honest	1.00	1.00	1.00
33. Ability to be truthful	1.00	1.00	1.00
34. Ability to be fair	1.00	1.00	1.00
35. Ability to be just	1.00	1.00	1.00
36. Ability to be kind	1.00	1.00	1.00
37. Ability to be gentle	1.00	1.00	1.00
38. Ability to be patient	1.00	1.00	1.00
39. Ability to be calm	1.00	1.00	1.00
40. Ability to be quiet	1.00	1.00	1.00
41. Ability to be still	1.00	1.00	1.00
42. Ability to be alone	1.00	1.00	1.00
43. Ability to be by oneself	1.00	1.00	1.00
44. Ability to be without others	1.00	1.00	1.00
45. Ability to be independent	1.00	1.00	1.00
46. Ability to be self-reliant	1.00	1.00	1.00
47. Ability to be self-sufficient	1.00	1.00	1.00
48. Ability to be self-starting	1.00	1.00	1.00
49. Ability to be self-motivated	1.00	1.00	1.00
50. Ability to be self-directed	1.00	1.00	1.00
51. Ability to be self-controlled	1.00	1.00	1.00
52. Ability to be self-disciplined	1.00	1.00	1.00
53. Ability to be self-regulated	1.00	1.00	1.00
54. Ability to be self-monitored	1.00	1.00	1.00
55. Ability to be self-evaluated	1.00	1.00	1.00
56. Ability to be self-corrected	1.00	1.00	1.00
57. Ability to be self-improved	1.00	1.00	1.00
58. Ability to be self-developed	1.00	1.00	1.00
59. Ability to be self-actualized	1.00	1.00	1.00
60. Ability to be self-fulfilled	1.00	1.00	1.00
61. Ability to be self-satisfied	1.00	1.00	1.00
62. Ability to be self-content	1.00	1.00	1.00
63. Ability to be self-pleased	1.00	1.00	1.00
64. Ability to be self-joyful	1.00	1.00	1.00
65. Ability to be self-happy	1.00	1.00	1.00
66. Ability to be self-loving	1.00	1.00	1.00
67. Ability to be self-respecting	1.00	1.00	1.00
68. Ability to be self-valuing	1.00	1.00	1.00
69. Ability to be self-worshipping	1.00	1.00	1.00
70. Ability to be self-reverencing	1.00	1.00	1.00
71. Ability to be self-admiring	1.00	1.00	1.00
72. Ability to be self-praising	1.00	1.00	1.00
73. Ability to be self-flattering	1.00	1.00	1.00
74. Ability to be self-complimenting	1.00	1.00	1.00
75. Ability to be self-congratulating	1.00	1.00	1.00
76. Ability to be self-celebrating	1.00	1.00	1.00
77. Ability to be self-glorifying	1.00	1.00	1.00
78. Ability to be self-exalting	1.00	1.00	1.00
79. Ability to be self-elevating	1.00	1.00	1.00
80. Ability to be self-exalting	1.00	1.00	1.00
81. Ability to be self-exalting	1.00	1.00	1.00
82. Ability to be self-exalting	1.00	1.00	1.00
83. Ability to be self-exalting	1.00	1.00	1.00
84. Ability to be self-exalting	1.00	1.00	1.00
85. Ability to be self-exalting	1.00	1.00	1.00
86. Ability to be self-exalting	1.00	1.00	1.00
87. Ability to be self-exalting	1.00	1.00	1.00
88. Ability to be self-exalting	1.00	1.00	1.00
89. Ability to be self-exalting	1.00	1.00	1.00
90. Ability to be self-exalting	1.00	1.00	1.00
91. Ability to be self-exalting	1.00	1.00	1.00
92. Ability to be self-exalting	1.00	1.00	1.00
93. Ability to be self-exalting	1.00	1.00	1.00
94. Ability to be self-exalting	1.00	1.00	1.00
95. Ability to be self-exalting	1.00	1.00	1.00
96. Ability to be self-exalting	1.00	1.00	1.00
97. Ability to be self-exalting	1.00	1.00	1.00
98. Ability to be self-exalting	1.00	1.00	1.00
99. Ability to be self-exalting	1.00	1.00	1.00
100. Ability to be self-exalting	1.00	1.00	1.00

TOTAL
 100

TOTAL BEHAVIORAL RATING
 Add Additional Approved Rating Items

TOTAL BEHAVIORAL RATING

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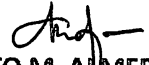
TOTAL BEHAVIORAL RATING


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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO M. ALMERODA, of the Department of Pest Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2018 to June 2018.


ARNULFO M. ALMERODA
 Ratee


 Approved: **JESUSITO L. LIM**
 Head Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Rating					Remarks
				Actual Accomplishment	Q1	E2	T3	A4	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served	Officer of the day (frontliner), first person at the Natural History Museum Incharge to entertain students, clients, customers, & etc.	80	100	5	5	5	5.0	
	# of museum collections	Maintains and preserves collections inside the Natural History Museum	3000	5, 000	5	4	5	4.67	
	# of host plants collected and planted	Maintains the butterfly garden including the collections & planting of host plants.	100	110	5	4	5	4.67	
	# of cultures maintained	Cultures butterflies	500	1, 096	5	5	5	5.0	
	# of visitors received	Assisted visitors	1000	1010	5	4	5	4.67	
	# of exams assisted	Act as Proctor	5	10	5	5	5	5.0	
Total Overall Rating								29.01 / 6 = 4.835	

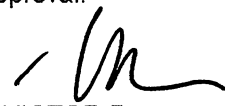
Average Rating (Total Over-all rating divided by 4)		4.835	<i>Yes</i>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.835	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated By:


 JESUSITO L. LIM
 HEAD DPM


Date: _____

Recommending Approval:


 VICTOR B. ASIO
 DEAN CAFS

Date: _____

Approved by:


 BEATRIZ S. BELONIAS
 VP-Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff
Rating Period January-June 2018
(Accomplishments)

Name of Staff: ARNULFO M. ALMERODA, SR.

Position: Lab. Tech. 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 Title	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.	Maximize 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 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
01Total Score		58				
Average Score		4.83				

Overall recommendation: _____


JESUSITO L. LIM
Name of Head

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Arnulfo M. Almeroda

Performance Rating: Outstanding

Aim: None

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

*None is issued as giving outstanding/
excellent performance*

Prepared by:


JESUSITO L. LIM
Unit Head

Conforme:


ARNULFO M. ALMERODA
Name of Ratee Faculty/Staff

100000

THE UNIVERSITY OF ALABAMA

Office of the President
University of Alabama

Dear Sir:

I am pleased to inform you that

the Board of Trustees has

approved the

proposal

for the

creation

of a new

Handwritten signature and notes

Respectfully,

Handwritten signature
J. Morgan Kousser
President

Cordell

Office of the President
University of Alabama