



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

**Annex P**

Name of Administrative Staff: FRIEDELYN D. CORNITES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87

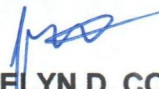
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**FRIEDELYN D. CORNITES**  
Name of Staff


Reviewed by:

  
**ROBELYN T. PIAMONTE**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs






Average Rating		4.89
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		

Very responsible and  
can work well even  
with less supervision.


Evaluated & Rated by:

  
**ROBELYN T. PIAMONTE**  
Dept/Unit Head  
Date: JUL 17 2023

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director  
Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2023

Name of Staff: Friedelyn D. Cornites

Position: Lab. 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		58				



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		58				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_

  
**ROBELYN T. PIAMONTE**  
 Head, DPM

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Friedelyn D. Cornites

Performance Rating: \_\_\_\_\_

Aim: Excellent customer service as frontliner

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: January - Jun 2024

First Step: Attend a seminar on "Excellent Customer Service"

Result: acquire basic knowledge on handling clients and visitors of the museum

Date: \_\_\_\_\_ Target Date: January – June 2024

Next Step: apply acquired knowledge to daily transactions

Outcome: Zero complaints from clientele

Final Step/Recommendation:

Attend seminar on techniques in maintaining and preserving exhibits at the museum

Prepared by:

  
ROBELYN T. PIAMONTE  
Unit Head

Conforme: .

  
FRIEDELYN D. CORNITES  
Name of Ratee Faculty/Staff