



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

**Annex P**

Name of Administrative Staff: JOSE V. CAPUNO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.49	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64

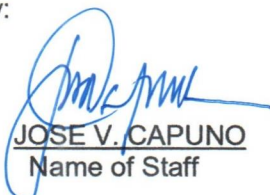
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

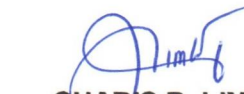
FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
JOSE V. CAPUNO  
Name of Staff


Reviewed by:

  
CHARIS B. LIMBO  
Department/Office Head

Recommending Approval:

  
BAYRON S. BARREDO  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. Jose V. Capuno**, Administrative Aide of the Institute of Human Kinetics 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 to June 2022**

**JOSE V. CAPUNO**

Ratee

**CHARIS B. LIMBO**

Director, IHK

Date: 07-11-22

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Administrative Support Services</b>									
Efficient and customer-friendly frontline service	0% complaint from client served	Assisted clients of their queries	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	No. of sections/class/ faculty issued athletic supplies within the day	Issued athletic supplies to PE students/section/ class/day	sections for 1000 students issued athletic supplies for PE instructions w/in the day						on line classes
	Percentage of athletic supplies released and retrieved in every class/ sections per instructor	Issued athletic supplies to PE students/section/ class/day	95%						on line classes
	Number of completion of grades submitted to Registrar's Office	Processed documents as requested	75	105	5	5	4.5	4.833	
Messengerial Services	Number of documents submitted/ process/ followed up within the day of receipt:	Documents submitted/ processed/ followed-up for approval							
	No. of IHK Faculty/Staff DTRs/CSRs		50	60	5	5	5	5	



	-Payroll for JO Personnel		3	3	4	4	4	4	May-June 2022
	JO Contract of Services		3	3	4	4	4	4	
Janitorial Services	Number of offices cleaned and maintained	Cleaned offices, classrooms, Physical Conditioning Room, lobby & surroundings	14 offices, PCR, lobby and surroundings	14 offices, PCR, lobby and surroundings	5	4.5	5	4.833	
	Maintain the cleanliness of the IHK surroundings by mowing the grasses	Mowed the grasses within the area of vicinity	Once a month	2 to 3 hours twice a month	5	5	5	5	
	Number of students' male and female comfort rooms, shower rooms cleaned and maintained within the day	Cleaned CR male and female students & faculty male/female cleaned and maintained	Everday	1 hour accomplished	4.5	4.5	4.5	4.5	
	Number of faculty offices, classrooms and comfort rooms disinfected daily	Disinfected faculty & staff offices and classroom wherein	10	10 rooms/day	4	4	4.5	4.167	
Monitoring and Managing Services	Number of Physical Conditioning Room (PCR) clients monitored	Monitored the Physical Conditioning Room	300						no face-to-face classes
	Assist in the Inventory of athletic equipment/supplies/ apparatus	Assisted in the inventory of athletic supplies and equipment	twice a year	once a year	4.5	4	4	4.167	
	Assist the property custodian in sorting athletic supplies for disposal	Sorted athletic supplies for disposal	twice a year	once a year	4.5	4.5	4	4.333	
	Number of rackets regutted	Regutting served	50	30	4	4	4	4	
Other Services	Number of sports facilities prepared/layed-out for instruction and scheduled sports activities of the university	Prepared/laid outs sports facilities	6						no sports facilities prepared due to no face-to-face classes because of the pandemic

		Prepared/aid outs for Service PE 14 venues for practical exams	3						on line classes
		Prepared/laid outs for VSU Anniversary Goodwill Games	20						Conducted only Virtual sports activites (VSU Biggest Loser & Virtual Fun Run
		Prepared/laid outs for Faculty/Staff & Students Intramural Games	5						no sports facilities prepared due to no face-to-face classes because of the pandemic
		Prepared/laid outs for Varsity athletes practices	5						no sports facilities prepared due to no face-to-face classes because of the pandemic
	Number of athletic supplies/equipment/ transported from stockroom to athletic venues for instruction and scheduled sports activities of the university	Transported of athletic supplies/equipment for instruction use	50						no sports facilities prepared due to no face-to-face classes because of the pandemic
		Transported athletic supplies/equipment for students practical exams	15						on line classes
		Transported athletic supplies/equipment for VSU Anniversity Goodwill Games	20						on line classes
		Transported athletic supplies/equipment for Faculty/Staff & Students Intramural Games	50						no sports supplies prepared due to no face-to-face classes because of the pandemic

		Transported athletic supplies/equipment for Varsity athletes practices	20						on line classes
	No. of Instructional Materials reproduced/ risographed within specified time	Reproduced instructional materials	15,000						on line classes
	No. of Instructional Materials for softbinding within specified time	Binded Instructional Materials	700						on line classes
Total Over-all Rating					55	54	54	53.83	
Averaged Rating					4.5	4.5	4.5	4.486	

Average Rating (Total Over-all rating divided by 4)	17.94	4.49
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

*Can be relied upon by 11th Faculty & staff. keep it up!*

Evaluated & Rated by:

**CHARIS B. LIMBO**

Unit Head

Date: 07-11-22

Recommending Approval:

**BAYRON S. BARREDO**

College Dean

Date: 7-11-22

Approved:

**BEATRIZ S. BELONIAS**

Vice-President for Academic Affairs

Date: \_\_\_\_\_





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022

Name of Staff: Jose V. Capuno

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

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Total Score						60
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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 : Can be relied upon by the Faculty & staff - keep it up!



**CHARIS B. LIMBO**

Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE V. CAPUNO**

Performance Rating: Outstanding

Aim: To improve performance in the maintaining the upkeep and safety of the building.

Proposed Intervention to Improve Performance:

Hire additional utility worker to help the bulk of work since the office is always involved in the University-wide activities.

Date: July – Dec. 2022

Target Date: July – Dec. 2022

First Step:

- \* Hire additional utility to help in the jobs assigned

Result:

- \* Ensure clean and safe environment

Date: July – December 2022

Target Date: July – December 2022


Next Step: Monitor performance of jobs and appreciate very good job done

Outcome: Empowered employee to work on job assigned

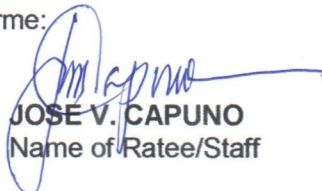
Final Step/Recommendation:

The employee has a very good work attitude, with the bulk of work additional utility can be of great assistance.

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**JOSE V. CAPUNO**  
Name of Ratee/Staff