

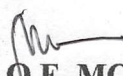
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

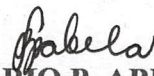
Name of Administrative Staff: ROMULO E. MORALES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.93	4.93 x 70%	3.451
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	4.91 x 30%	1.473
TOTAL NUMERICAL RATING			4.9


TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING

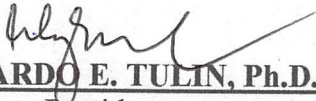
Prepared by:

ROMULO E. MORALES
Name of Staff

Reviewed by:

ROSARIO P. ABELA, Ed.D.
Department/Office Head

Recommending Approval:


DR. REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President

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COMMITMENT (PARTIAL) IN THE UNITED STATES ADMINISTRATIVE

Administrative

(1) Description of Commitment	(2) Amount of Commitment	(3) Date of Commitment	(4) Name of Committee
...

Administrative

Administrative

Administrative

Administrative

Administrative

Administrative

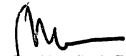
Administrative

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“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMULO E. MORALES**, of the **VSU Laboratory High School** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period **January 1 to June 30, 2018**.


ROMULO E. MORALES
Ratee

Approved:


ROSARIO P. ABELA
Head of Unit

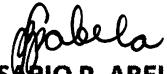
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishm ent as of June	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	5	5	5	5	
Messengerial Services	Number of documents served within the day of receipt	Documents served	96%	100%	5	5	5	5	
Janitorial Services	100% of offices and surroundings cleaned and maintained	Offices and surroundings cleaned and maintained	96%	100%	5	5	5	5	
Other Services	Number of documents mimeographed/ risographed	Documents mimeographed/ risographed	1000	3250	5	5	5	5	
	Number of intervening tasks assigned by the Principal	Intervening tasks	5	25	4	5	5	4.66	
Total Over-all Rating					4.8	5	5	4.932	

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

**Comments & Recommendations
for Development Purpose:**

*His sense of responsibility
and commitment to
his work is
superior.*

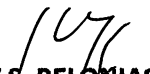
Evaluated & Rated by:


ROSARIO P. ABELA, Ed.D
Dept/Unit Head

Recommending Approval:


ALELI A. VILLOCINO, Ed.D.
Dean/Director

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Romulo E. Morales

Performance Rating: Outstanding

Aim: To efficiently deliver services in terms of administrative support to achieve office targets.

Proposed Interventions to Improve Performance:

Date: February 2018

Target Date: April 2018

First Step:

Prepare office documents ahead of time and do constant follow up of documents to avoid delay in all office transactions.

Result:

Purchase and procurement of supplies materials and equipment were facilitated.

Date: May 2018

Target Date: June 2018

Next Step:

Sharing of administrative workload with other administrative staff for smooth flow of office transactions.

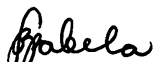
Outcome:

Submitted office documents on time to achieve department targets.

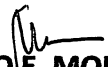
Final Step/Recommendation:

Proper sharing of work and well – organized schedule of weekly activities posted in the administrative office for easy monitoring by the department head.

Prepared by:


ROSARIO P. ABELA, Ed.D.
Unit Head

Conforme:


ROMULO E. MORALES
Name of Ratee Faculty/Staff