



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOSE F. SAULAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

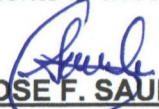
N/A
Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President for Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE F. SAULAN, of the UNIVERSITY LEARNING COMMONS (LIBRARY), 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-JUNE 2023.


JOSE F. SAULAN
Ratee

Approved: 
VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Task Assigned	Target Jan - Dec 2023	Actual Accomplishm ent	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS MFO LS (for Library Services)									
LS 1 Technical Services	PI 7.1 No. of hours spent for inventory, shelf-reading and shelving	Technical Services	80 hours	-					August 2023
LS 2 Readers Services	PI 4.1 No. of hours rendered at the Control area as Information Officer and Control Checker	Frontline Services	60 hours	168	5	4	5	4.67	
LS 4 Programs/Training and Activities	PI 1.1 No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	2	14	5	4	5	4.67	
UMFO 6 – GENERAL AMINSTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0	4	5	5	4.67	

LS GASS 2 Admin and Facilitative Services	PI 2.1. Number of documents delivered to other offices: (Purchase Request; Disbursement Voucher; JO Contract of Service; Application for Leave; Number of JO Payroll; Job Request; DTRs attached VL/SL; Inspection Reports with Sales Invoice; Requisition Issue Slip(RIS); ARE's & ICS (Books & Equipment)	Support Services	500 documents	1,492	5	5	5	5	
	PI 2.2. Number of documents received	Support Services	125	207	4	5	5	4.67	
	PI 2.3. Number of items checked and received	Support Services	10	50	5	5	5	5	
	PI 2.4. Number of items delivered	Support Services	20	50	5	5	5	5	
	PI 2.5. Number of hours spent to trace and follow-up requests and other important transactions	Support Services	100 hours	312	4	5	5	4.67	
	PI 6.1 No. of hours spent cleaning library facilities on assigned areas (Cleaning the Univ. Library surroundings, windows)	Support Services	30 hours	156	4	4	5	4.33	
	PI 6.2 No. of hours spent in roving and securing building by conducting ocular inspection to make sure electrical equipment and apparatus are off during closing time; roving, opening and closing windows, doors, etc.	Support Services	30 hours	39	4	4	4	4	

PERFORMANCE MONITORING FORMName of Employee: JOSE F. SAULAN

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	Sends communications, notices, and acknowledgement letters to other departments	500	Jan 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	
2	Receives goods delivery and documents	155	Jan 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	
3	Cleans window glasses	30 hours	Jan 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	

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

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

Prepared by:

**VICENTE A. GILOS**

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2023

Name of Staff: JOSE F. SAULAN

Position: ADMINISTRATIVE AIDE

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>4</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	54				
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	4.58				

Overall recommendation : _____



VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE F. SAULAN**
Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step:

It is suggested that he attend a seminar on personal development or an effective worker.

Result:

He declined stating that he is retiring.

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

He needs an in-house training on basic computer operation.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JOSE F. SAULAN
Name of Ratee Faculty/Staff