

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Staff Member: Norberto M. Managbanag

Program Involvement 1	Numerical Rating(2)	Percentage Weight 3	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.4751
		TOTAL NUMERICAL	4.92

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Points, if any:
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: 0

Prepared by:


NORBERTO M. MANAGBANAG
Name of Administrative Staff

Reviewed by:


CANDELARIO L. CALIBO
Department Head

Recommending Approval:

DANIEL M. TUDTUD
Chairman, PMT

Approved by:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENT

I, **Mr. Norberto M. Managbanag**, of the Department of Pure & Applied Chemistry, **College of Arts & Sciences** commits to deliver and agree to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period July 1-December 31, **2017**.


NORBERTO M. MANAGBANAG
Ratee

Approved: 
CANDELARIO L. CALBO
Head, DoPAC

MFO No.	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO 5:	Support to Operations	PI. 1 Number of memoranda and other documents served on time	Administrative	Documents delivered within specified time	30/week	45/week	5	5	5	5.00	this includes CAS documents
		PI. 2 Number of Gov't forms facilitated , submitted on time		documents submitted on time	30/week	45/week	5	5	4	4.67	this includes CAS documents
		PI. 3 Assists staff and faculty during exams on a weekend		Assisted/Facilitated faculty/staff during Saturdays in conducting exams	5/month	3-5 facult & staff per month	5	5	5	5.00	
	Student Services	PI.1 Documents requested by students served on time	Support to students	Facilitates student's requests	5/month	3 students	5	5	4	4.67	
		PI2. Assists thesis students in the conduct of thesis		student thesis assisted	5/month	3 thesis students	5	5	5	5.00	
	Janitorial Services	PI. 1 Offices maintained & cleaned									
		PI 2.Number of Lecture room maintained	Janitorial	maintains cleanliness of lecture rooms	3	3 lecture rooms	5	5	5	5.00	
		PI 3. Number Laboratory room maintained		maintains cleanliness of lab rooms	5	5 lab rooms	5	5	5	5.00	
		PI.4Maintained CRs/ surroundings		Maintains cleanliness of CRs	2 student CRS	2 student CRs	5	5	4	4.67	
		PI 5. Number of times DoPAC surroundings mowed		mowed DoPAC surroundings	once a mo.	once a mo.	5	5	5	5.00	
		PI.6 Facilitates the opening of lab/lec rooms during weekends per request received		opens and closes lab/lec rooms on weekends	2x a month	2x a month	5	5	5	5.00	
MFO 6:	General Administration and Support Services (GASS)										
		PI.1. Efficient and customer friendly frontline service	General Services	served with 0% complaint	zero complaint	zero complaint	5	5	5	5.00	
		Emergency assistance	Administrative	emergency assistance	1	2x for the period	5	5	5	5.00	

[illegible]

Received by:

3

TERESITA L. QUIÑANOLA
PRPEO

Calibrated by:



REMBERTO A. PATINDOL
Chair, PMT

Recommending Approval:

REMBERTO A. PATINDOL
VP for Admin and Finance

Received by:

ultra

EDGARDIO E. TULIN
VSU President

Average Rating (Total Over-all rating divided by 6)	4.92
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.92
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

Received by:
DANIEL M. TUDTUD
Planning Office

Calibrated by: 
REMBERTOV V. PATINDOL
Chair, PMT

Approved by: 
EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1-December 31, 2017

Name of Staff: Norberto M. Managbanag

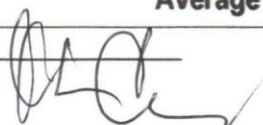
Position: Admin Aide I (Utilityman)

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	2	3	4	5
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.					✓
2. Makes self-available to clients even beyond official time					✓
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					✓
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					✓
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks					✓
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.					✓
7. Keeps accurate records of her work which is easily retrievable when needed.					✓
8. Suggests new ways to further improve her work and the services of the office to its clients					✓
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					✓
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					✓
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment					✓
12. Willing to be trained and developed					✓
Total Score	59/12				
Average Score	4.917				

Overall recommendation: _____


CANDELARIO L. CALIBO
 Head, DoPAC