

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Rosalito Pugo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.66	30%	1.10
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING:

4.48

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING


4.48

ADJECTIVAL RATING:

VS

Prepared by:

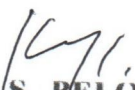
Reviewed by:


ROSALITO PUGOY

Name of Staff


SUZETTE B. LINA
 Department/Office Head

Approved:


BEATRIZ S. BELONIAS
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ROSALITO A. PUGOY
Ratee


SUZETTE B. LINA
Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 4)

4.83

Additional Points:

Punctuality XX

Approved Additional points (with copy of approval) XX

FINAL RATING

ADJECTIVAL RATING

VS

Evaluated and Rated by:


SUZETTE B. LINA

HEAD, DSS

Date: _____


Recommending Approval :


VICTOR B. ASIO

DEAN, CAFS

Date: _____

Approved by:


BEATRIZ S. BELONIAS

VICE PRES. FOR INSTRUCTION

Date: _____

Comments & Recommendations for Development Purpose:

Mr. Rosalito Pugoy perform his duties and responsibilities very satisfactorily. Has improved his performance since last year. He needs to get involved in the planning of field activities and coordinate closely with his immediate supervisor (Field Services Coordinator).

Instrument for Performance Effectiveness of Administrative Staff
 Rating Period: Jan. - June 2019

Name of Staff: Rosalito Puga

Position: _____


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	44				
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					

Overall recommendation : _____


SWERTE B. LINA
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROSALITO A. PUGOY

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: June 2019

Target Date: June to December 2019

First Step:

To attend trainings and seminars to improved skills as administrative field staff

Result:

Date: June 2019 Target Date: December 2019

Next Step:


Attend more trainings and seminars related to administrative field staff (TESDA trainings/seminars).

Outcome: Scout for trainings and seminars outside the university related to administrative field function.

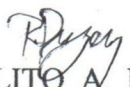
Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


ROSALITO A. PUGOY
Name of Staff