

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARTURO B. ALBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



ARTURO B. ALBA, JR.
Administrative Aide I

Reviewed by:



REMBERTO A. PATINDOL
Vice President for Administration & Finance

Approved:



REMBERTO A. PATINDOL
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO B. ALBA JR, of the Office of the Vice President for Administration & Finance commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January - June, 2019.


ARTURO B. ALBA JR
Ratee

Approved:


FEMBERTO A. PATINDOL
Head of Unit

[illegible]


Average Rating (Total Over-all rating divided by # of entries)					4.78
Additional Points:					0.00
Punctuality					0.00
Approved Additional points (with copy of					0.00
FINAL RATING					4.78
ADJECTIVAL RATING					OUTSTANDING

Comments & Recommendations for Development

Purpose:

*To attend attend training
on office maintenance &
related services*

Rated & Evaluated by:


REMBERTO A. PATINDOL
Chairman, PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved by:


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2019Name of Staff: ARTURO B. ALBA, JR.Position: ADMINISTRATIVE AIDE I


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		58				

B. Leadership & Management (For supervisors only to be rated by higher supervisor) NA.		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		4.83				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

Name of Office: Office of the Vice President for Administration & Finance

Head of Office: Dr. REMBERTO A. PATINDOL

Number/Name of Personnel: ARTURO B. ALBA, JR.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular monitoring of performance				Improvement in the process and delivery of services
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


REMBERTO A. PATINDOL
Immediate Supervisor

Noted by:


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTURO B. ALBA, Jr.
Performance Rating: January 1 to June 30, 2019

Signature: _____

Aim: Professionally build my effectiveness as Utility/Messenger.

Proposed Interventions to Improve Performance:

Date: January 1, 2019

Target Date: _____

First Step:

1. Give suggestions on proper handling and recording of papers and documents and how to improve cleanliness of area of responsibility (AOR) within the Administration Building.
2. Attendance to the

Result:

1. Capable in handling papers and documents with good relationships to colleagues and immediate supervisors.
- 2.

Date: _____ Target Date: _____

Next Step:

Outcome: Excellent work ethics.

Final Step/Recommendation:

Recommend to attend some technical skills training.

Prepared by:



REMBERTO A. PATINDOL
Unit Head

Conforme:



ARTURO B. ALBA, JR.
Administrative Aide I