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 NUM | IERICAL RATING | 4.79 |

TOTAL NUMERICAL RATING:

4.79

Add: Additional Approved Points, if any:

 $\underline{0.00}$

TOTAL NUMERICAL RATING:

4.79

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ARTURO B. ALBA, JR.

Administrative Aide I

REMBERTO A. PATINDOL

Vice President for Administration & Finance

Approved:

REMBERTO A. PATINDOL

Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

Approved:

Head of Unit

ARTURO B. ALBA JR

Ratee

| MFOs & PAPs | Duningt (Antivity) | Toolse Assistant d | Acomp | lishments | Percent | | Ra | ating | | |
|---------------------|--|--|---|----------------|----------------|----|----------------|----------------|----------------|--|
| WIFIDS & PAPS | Project/Activity | Tasks Assigned | Target | Actua | Accomplishment | Q¹ | E ² | T ³ | A ⁴ | Remarks |
| IMFO 5. General A | dministration and Suppor | rt Services | *************************************** | | | | | | | THE PERSON NAMED IN THE PE |
| | | | | | | | | | | |
| 11: Efficient Offic | e A1. Receiving, | T1. Recording in the logbook of financial and | | | | | | | | |
| lanagement | processing, and recording of financial | administrative documents coming in of OVPAF | 350 | 452 | 129.1% | 5 | 4 | 4 | 4.33 | |
| | anc administrative | T2. Recording in the logbook of financial and administrative documents going out from OVAF | 500 | 971 | 194.2% | 5 | 5 | 4 | 4.67 | |
| | documents coming ir anc out of OVPAF | T3. Processing of routine administrative and finar cial documents within administration building | 300 | 536 | 178.7% | 5 | 4 | 5 | 4.67 | |
| | A3. Documents Filing | T1. Sorting/consolidating of documents | 130 | 219 | 168.5% | 5 | 4 | 5 | 4.67 | |
| | | T2. Filing/bincing of documents | 10 | 46 | 460.0% | 5 | 4 | 5 | 4.67 | Magazante Markamana Markamana Angaran (Markamana Angaran) |
| | A4. Frontline Services | T1. Photocopying of various documents such as, memorandum and other supporting documents | 210 | 512 | 243.8% | 5 | 5 | 5 | 5.00 | |
| | | T2. Entertains queries to walk-in clients and employees | zero complaint | zero complaint | 100.0% | 5 | 5 | 4 | 4.67 | |
| | | T3. Serves snacks during meetings | 100% complexed | 100% completed | 100.0% | 5 | 5 | 5 | 5.00 | |
| | | T4. Promptly attends to phone calls & telefax | zero complaint | zero complaint | 100.0% | 5 | 5 | 4 | 4.67 | |
| | A5. Office Maintenance | T1. Cleaning office & sorroundings of Budget Office, Finance Office, and Cash Office | 100% completed | 100% completed | 100.0% | 5 | 5 | 5 | 5.00 | |
| | | T2. Watering of Plants | 100% completed | 100% completed | 100.0% | 5 | 5 | 5 | 5.00 | Martin de de la companya de la compa |
| | | T3. Opening 8. closing doors & windows in office Conference Room | 100% complexed | 100% completed | 100.0% | 5 | 5 | 5 | 5.00 | AND THE PERSON NAMED IN TH |
| tal Overall Rating | | | | | | | - | | 57.33 | |

| Average Rating (Total Over all rating devided 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: 10 afterns of warning | 201 |
| 10 Williams Williams | 7 |
| on office maintenance & | |
| TOTAL STATES | |

| Rated | 82 | Eva | luated | by: |
|-------|----|-----|--------|-----|
|-------|----|-----|--------|-----|

Recommending Approval:

Approved by:

REMBERTO A PATINDOL

Date: _

REMBERTO A PATINDOL

Vice President for Admin. & Finance

EDGARDO E. TIJLIN

President

Chairman PMT

Date: _____

Date: _____ Date: ____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JANUARY – JUNE 2019</u>

Name 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 |

| | Commitment (both for subordinates and supervisors) | | (| Scal | е | |
|-----|---|----|----|------|---|---|
| 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 | | 3 | |) | |

| B. | Leadership & Management (For supervisors only to be rated by higher supervisor) | | (| Scale | е | |
|----|---|---|----|-------|---|---|
| 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 | 1 | 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 | -8 | 3 | | |

| Overall recommendation | 1 | |
|------------------------|---|--|
| | | |

REMBERTO A. PATINDOL Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

| Time to the same of | The second secon | |
|---------------------|--|-------------|
| | 1st | Q U A |
| | 2 nd | R |
| | 3 rd | E R |
| | 4th | |

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

Head of Office: Dr. REMBERTO A. PATINDOL

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

| Activity | | MECHANISM | | | | | |
|------------|---|-----------|-------|--------------|--|--|--|
| Monitoring | Meeting | | Memo | Others (Pls. | Remarks | | |
| | One-on-One | Group | Wiemo | specify) | | | |
| 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:

Noted by:

Immediate Supervisor

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 | <u>.</u> |
| Proposed Interventions to Improve Performance: | |
| Date: January 1, 2019 Target Date: | |
| First Step: | |
| 1. Give suggestions on proper handling and recording of papers a improve cleanliness of area of responsibility (AOR) within the A 2. Attendance to the | |
| Result: | |
| 1. Capable in handling papers and documents with good relations immediate supervisors. 2. | ships to colleagues and |
| Date: Target Date: | |
| Next Step: | |
| | |
| Outcome: Excellent work ethics. | |
| Final Step/Recommendation: | |
| Recommend to attend some technical skills training. | |
| Prepared by: | MBERTO A. PATINDOL Unit Head |

Conforme:

ARTURO B. ALBA, JR. Administrative Aide I