

COMPUTATION OF FINAL INDIVIDUAL RATING  
FOR ADMINISTRATIVE STAFF

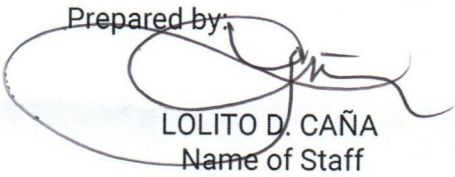
Name of Administrative Staff: LOLITO D. CAÑA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	4.44 x 70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	4.42 x 30%	1.33
TOTAL NUMERICAL RATING			4.44


TOTAL NUMERICAL RATING: 4.44  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.44

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
LOLITO D. CAÑA  
Name of Staff



Reviewed by:

  
EDITHA G. CAGASAN  
Head

Recommending Approval:


  
REMBERTO A. PATINDOL  
Chairperson, PMT

Approved:


  
EDGARDO E. TULIN  
President 

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOLITO D. CAÑA**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2016**.

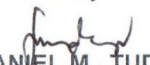
  
**LOLITO D. CAÑA**  
Ratee

Approved:

  
**EDITHA G. CAGASAN**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Printing Services</b>	Copies of manuals and handbooks printed/number of reams used for printing	Operates the copy printer	100 reams	106 reams printed	3	4	5	4.00	
<b>Binding Services</b>	Number of books bound (soft/hard)	Performs binding activities	150	513 (soft/hard)	5	5	5	5.00	
<b>Efficient and customer friendly assistance</b>	Zero Percent complaint from clients served	Entertains clients and facilitates filing-up of job orders	60	72	4	4	5	4.33	
<b>Total Over-all Rating</b>								13.33	
Average Rating (Total Over-all rating divided by 3)				4.44	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
<b>FINAL RATING</b>				4.44					
<b>ADJECTIVAL RATING</b>				<b>VERY SATISFACTORY</b>					

Received by:

  
**DANIEL M. TUDTUD, JR.**  
Planning Office

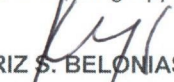
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL, Ph.D.**  
Chairperson, PMT

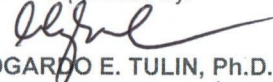
Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
Vice President for Instruction

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN, Ph.D.**  
President

Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016

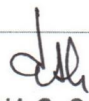
Name of Staff: LOLITO D. CAÑAPosition: Administrative Aide IV

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		53				
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		4.42				

Overall recommendation :

  
**EDITHA G. CAGASAN**  
 Name of Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **LOLITO D. CAÑA**

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to maintain/repair/operate Printing Press equipment; and to provide printing and binding services to clients

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

**Date: August 2016**

**Target Date: August – December 2016**

**First steps:**

- Meeting to review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

**Results:**

- No complaints from clients

**Date: September to December 2016**

**Target Date: Sep to December 2016**

**Next Steps:**

- Continue providing guidance in the performance of office duties
- Requested from Administration for the purchase of colored copy printer that can be used by the Printing Press in reproducing colored materials


**Outcome:**

- Copy printer availed through the assistance of OVPI; it's currently stationed at the Graduate School, but it can be used by VPP to serve clients' request for the printing of colored materials.

**Final Step/Recommendation:**

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:

  
**Dr. EDITHA G. CAGASAN**  
Head, Online Programs Office