



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Generoso L. Vequizo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	30%	1.17
TOTAL NUMERICAL RATING			4.32

TOTAL NUMERICAL RATING: 4.32

Add: Additional Approved Points, if any: --

TOTAL NUMERICAL RATING: 4.32

FINAL NUMERICAL RATING 4.32

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Generoso L. Vequizo
Name of Staff

Reviewed by:

Maria Aurora T.W. Tabada
MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

Moises Neil V. Serio
MOISES NEIL V. SERIO
College Dean

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

I, **GENEROSO L. VEQUIZO**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January to June 2020.

GENEROSO L. VEQUIZO

Ratee

Approved:

MARIA AURORA T. W. TABADA

Director, ISRDS

[illegible]

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendation for Development Purpose: <i>Ms. Vespino took the initiative to maintain the cleanliness of the building & surroundings including gardening, producing plants for the office use. The K&L look much better with the plants.</i>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.5	
ADJECTIVAL RATING		0	

Evaluated and Rated by:

M. Tabada
MARIA AURORA T. W. TABADA
 Dept./Unit Head

Date *Sept. 25, 2010*

Recommending Approval:

M. V. Serino
MOISES NEIL V. SERIÑO
 Dean

Date *Sept. 25, 2010*

Approved by:

B. S. Belonias
BEATRIZ S. BELONIAS
 VP for Academic Affairs

Date: _____

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: Generoso L. Vequizo Position: Administrative Aide 4/Driver

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					
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	43 3.91				
Average Score	4 3.91				

Overall recommendation :

VS



MARIA AURORA T.W., TABADA

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GENEROSO L. VEQUIZO

Performance Rating: _____

Aim: Well-maintained vehicles

Proposed Interventions to Improve Performance:

Date: January 15, 2020 Target Date: June 30, 2020

First Step:

Regular check-ups for Toyota Land
cruiser and Tamaraw FX

Result:

Vehicles in good running condition

Date: July 1, 2020 Target Date: December 30, 2020

Next Step:

Continued maintenance of vehicle
Institutionalize rating of driver's service after each
trip

Outcome: Driver has record of his ratings
and continuously improves service

Final Step/Recommendation:

ISRDs recommends Mr. Vezuzo for V&U awards
if he meets criteria

Prepared by:

Maria Aurora T.W. Tabada
MARIA AURORA T.W. TABADA
Unit Head

Conforme:

Generoso L. Vezuzo
Name of Ratee Faculty/Staff