

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016Name of Staff: Mizael B. Cerna Position: Administrative Aide III

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		10 28 9 = 47				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	47				
Average Score	3.91				

Overall recommendation

: *Very gifted with artistic talents. An asset not only to ISNDS but to USU.*
M. Tabada

MARIA AURORA TERESITA W. TABADA

Name of Head

Utilizes his artistic skills to produce quality visual aids & even paintings.

Individual Performance Commitment and Review Form (IPCR)

I, **MIZAE B. CERNA**, 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 Jan-June 2016.

MIZAE B. CERNA
Ratee


MARIA AURORA T. W. TABADA
Director, ISRDS

MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Jan- June	Jan- June	Jul- Dec					
A. Adminis- trative Support	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	15	20	1.33	4.50	4.50	5.00	4.67	
		Designed/ layouted logo for ISRDS and CME	1	1	1	3.00	4.00	5.00	4.00	
		Designed/ layouted ISRDS display/ exhibits	1	1	1	3.00	4.00	5.00	4.00	
		Bound instructional materials, research and extension reports, etc.	15	20	1.33	4.50	4.00	4.80	4.43	
		Lettering of names on certificates & documents	10	25	2.5	5.00	4.80	5.00	4.93	
	Efficient and customer-friendly frontline service	0% complaint from client served Served clients	100% no complaint	100% no complaint		4.00	4.26	4.96	4.41	

OTHERS

Teaching Performance Evaluation
No. of evaluations conducted and results submitted to OVPI per
Conducted teaching performance evaluation
delivered documents facilitated

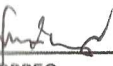

Total Over-all Rating
Average Rating


Adjectival Rating



15	20	1.33	4.50	4.80	5.00	4.77	
50	60	1.2	4.00	4.80	4.80	4.53	
						35.74	
						4.47	
			VERY SATISFACTORY				

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
TOTAL RATING		
ADJECTIVAL RATING		

MBC

Received by: 
PRPEO
Calibrated by: 
REMBERTO A. PATINDOL
PMT

Recommending: 
BEATRIZ S. BELONIAS
VP for Instruction

Approved by: 
EDGARDO E. TULIN
President 

Date: Date: Date: Date: