

**EMPLOYEE DEVELOPMENT PLAN**  
JULY – DECEMBER 2017

Name of Employee: ERNESTO A. GONZAGA JR.  
Performance Rating: SATISFACTORY

Date: July 1, 2017 Target Date: August 30, 2017

First Step:

To attend the seminar on uploading of personnel data

Result:

Attended seminar and started uploaded data of ISR personnel

Date: October 15, 2017 Target Date: November 30, 2017

Next Step:

Proper record filing especially of inventory of property since assigned as property custodian of the ISRDS

Outcome:

Clients and stakeholders are satisfied with clerical services

Final Step/Recommendation:

Continued enhancing and monitoring of clerical services offered to clientele.

Prepared by:

  
MARIA AURORA T.W. TABADA  
Unit Head

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017Name of Staff: Ernesto E. Gonzaga, Jr. Position: Admin. 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		40				
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					
Average Score	3.33				

Overall recommendation :

*Satisfactory*

*M. Tabada*

**MARIA AURORA TERESITA W. TABADA**

Name of Head

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ERNESTO A. GONZAGA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.50	3.50 x 70%	2.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	3.33 x 30%	1.00
<b>TOTAL NUMERICAL RATING</b>			<b>3.45</b>

TOTAL NUMERICAL RATING: **3.45**


Add: Additional Approved Points, if any: **0.1**


TOTAL NUMERICAL RATING: **3.55**

ADJECTIVAL RATING: **SATISFACTORY**


Prepared by:

Reviewed by:

  
**ERNESTO A. GONZAGA, JR.**  
Name of Staff

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

**ERNESTO A. GONZAGA, JR.**

(Adm.) Aide IV

Date:

MARIA AURORA TERESITA W. TABADA

Head of Unit

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

[illegible]



Total Over-all Rating										21.00	22.00	20.00	21.00
Average Rating										3.50	3.67	3.33	3.50
Adjectival Rating										Very Satisfactory			

Received by:

*Frank*  
**MT. L. QUINIA SOLA**  
 PRINCIPAL

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

Calibrated by:

*[Signature]*  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

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

Recommending Approval:

*[Signature]*  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Instruction

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

Approved:

*[Signature]*  
**EDGARDO E. TULIN, Ph.D.**  
 President

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