# 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:		Desember	2017			
Name of Staff:	Irneste E. (	Jenzatra.	Jr. P	osition:	Admin.	Aide	IA

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)			Sca	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	HOME		7	7	•
B. I	Leadership & Management (For supervisors only to be rated by higher supervisor)	(	S	Scale	)	Section on the section of the sectio
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	.BJ	b		

A 11		I O
Overall	recommend	lation

Satisfactory

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
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	3.33 x 30%	1.00
	3.45		

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

3.55

ADJECTIVAL RATING:

**SATISFACTORY** 

Prepared by:

Reviewed by:

**Q** A. GONZAGA, JR.

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

President

# Visavas State University OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>ERNESTO A. GONZAGA, Jr.</u> Administrative Aide IV, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT** STUDIES, commits to deliver and agree to be rated on the attainr following targets/accomplishments in accordance with the indicated measures for the period <u>July to December, 2017.</u>

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ERNESTØA.GONZAGA,JR.
/ /
/Adm./Aide IV
Date:

MARIA AURORA TERESITA W. TABADA

Head of Unit

Date:

		Date.	-				0	ale			
	NEC Rating			POWER PROPERTY OF STREET							
MFO No.	MFO Descrip- tion	Success Indicator (SI)	Task Assigned	Target		Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Rema
-		and Support Services (GASS)							A		
OVPRE MFO 1. A	Administrative :	and Facilitative Services	1								
	1	r of government ents typed, prepared and approval.	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	175	200.00	350	4	4	3	3.67	
	Pl 2: Number communication	r of letters and official ons prepared, recorded and ont departments/centers and	Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	35	314.29	110	4	4	3	3.67	
	resolutions ar	r of MOUs, contracts, nd official documents filed ANI, SUCs and LGUs.	Files official forms and documents.	30	133.33	40	3	4	3	3.33	
	PI 4: Number	of trainings facilitated.	Facilitated trainings conducted at SUCs & LGUs	2	100.00	2	4	3	4	3.67	
\		r of handouts, forms, anuals and other documents nd collated.	Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	5000	150.00	7500	3	4	4	3.67	2
OVPI MFO 2. Fro	ntline Services				L		L	1	Lancerman	1	I.
	PI 1. Efficient	and customer-friendly	Zero percent complaint from clients served	90%		100%	3	3	3	3.00	
	Best practices	s/new initiatives							And All Princips of Astronomical Confession of Confession	and in the second second second second	

Total Over all Define			21.00	22 00	20.00	21.00
Total Over-all Rating  Average Rating			3.50	3.67	3.33	3.50
Adjectival Rating				Very S	atisfactory	у
Received by:	Calibrated by:	Recommending Approval:		10	Approved	d:
Mr. L. BUNTA DOLA	REMBERTO A. PATINDOL	BEATRIZ/S. BELONIAS, Ph.D.	ED	GARD	O E. TU	LIN, Ph
PRPED	Chairman, PMT	Vice Pres. for Instruction			President	t
Date:	Date:	Date:	[	Date: _		