



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Mizael B. Cerna

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.14	70%	2.90
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.17

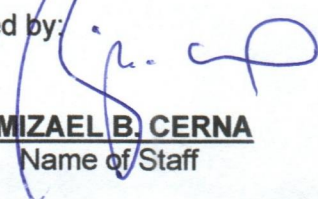
TOTAL NUMERICAL RATING: 4.17

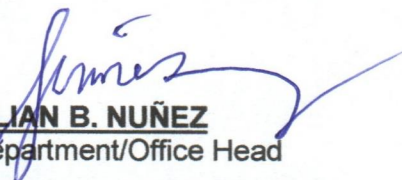
Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.17

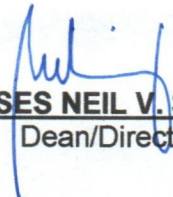
FINAL NUMERICAL RATING 4.17

ADJECTIVAL RATING: Very Satisfactory

Prepared by: 
MIZAE B. CERNA
Name of Staff

Reviewed by: 
LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

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 accomplishments in accordance with the indicated measures for the period July to December 31, 2022.

MIZUEL B. CERNA

Admin. Aide III

Date: 1/13/23

Approved:

LILIAN B. NUÑEZ

Director, ISRDS

Date: Jan. 16, 2023

[illegible]

Printing of T-shirts			50	30	4	4	4	4	
Messengerial services-ISRDS	No. of documents delivered and facilitated	delivered documents	50	50	4.5	4.5	4.5	4.5	
Gender Resource Center			50	50	5	5	5	5	
Cleaning		No. of spaces cleaned daily	4	4	4.5	4.5	4.5	4.5	
Total Over-all Rating		45.50							

Average Rating (Total Over-		4.14
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.14
ADJECTIVAL RATING		VS

Comments & Recommendation for Development Purpose:

Learn computer graphics.
Take civil service exam.

Evaluated and rated by:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Dept./Unit Head

Date Jan. 16, 2023

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
Dean

Date Jan 25, 2023

Approved by:

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

Date Jan. 26, 2023

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Mizael B. Cerna

Position: Administrative Aide 3

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.

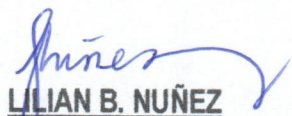
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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					51
Average Score					4.25

Overall recommendation

: Improve on punctuality.



LILIAN B. NUÑEZ

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIZAE B. CERNA

Performance Rating: 4.17

Aim: To possess skills in computer graphics and produce computerized outputs

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: March 31, 2023

First Step:

Familiarize oneself with computer graphics software and practice regularly.

Result:

Adeptness in using computer graphics software

Date: July 1, 2023

Target Date: July 31, 2023

Next Step:

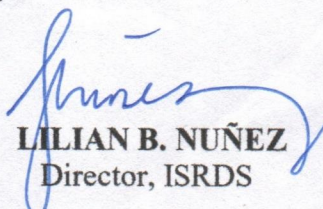
Produce computerized tarpaulins for ISRDS events.

Outcome: Skill in producing computer-generated artworks

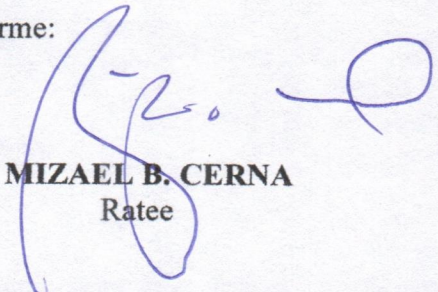
Final Step/Recommendation:

Produce computer-generated tarpaulins and other outputs.

Prepared by:


LILIAN B. NUÑEZ
Director, ISRDS

Conforme:


MIZAE B. CERNA
Ratee