



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RHEA ANGELIE F. DAYONDON

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.90

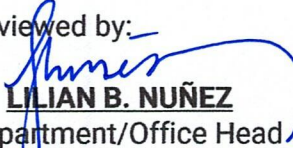
TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: N/A
TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

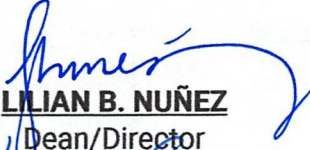
ADJECTIVAL RATING: Outstanding

Prepared by:

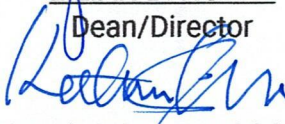
RHEA ANGELIE F. DAYONDON
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **RHEA ANGELIE F. DAYONDON**, Administrative Aide III, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January - June, 2024**.

RHEA ANGELIE F. DAYONDON

Ratee

Date: 7-5-24

Approved:

LILIAN B. NUÑEZ

Director, ISRDS

Date: 7-10-24

MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Prepares administrative and official documents and facilitates approval of the Institute.	Preparation of administrative documents (external and internal forms) and other official documents of the Institute & correspondence, recording of incoming and outgoing	50	112	5	5	5	5	
	PI 2: Prepares tracking code of administrative and official documents of the Institute.	Preparation of tracking code of administrative documents (external and internal forms) and other official documents for document tracking.	200	333	5	5	5	5	
	PI 3: Manages the recording and filing of Institute records and official forms /documents in accordance with established and/or standard documentation		50	92	5	5	5	5	
	PI 4: Serves as deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification		90%	100%	5	5	5	5	
	PI 5: Assists in the accreditation (AACCUP, ISO, RQUAT) activities.		90%	100%	5	5	5	5	

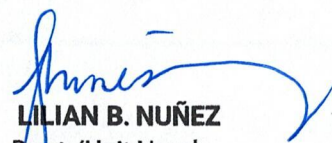
	PI 6: Manages ISRDS Facebook Page.		8	6	4	4	4	4	
OVPI MFO2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100% no complaint	100% no complaint	5	5	5	5	
	Best practices/new initiatives								
Total Over-all Rating		34.0							

Average Rating (Total Over-all rating divided by 4)	4.857	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.90	
ADJECTIVAL RATING	Outstanding	


Comments & Recommendations for Development Purpose:

Enhance skills in producing IEC materials.

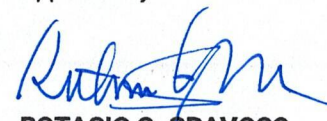
Evaluated & Rated by:


LILIAN B. NUÑEZ
 Dept./Unit Head
 Date: 7-10-24

Recommending Approval:


LILIAN B. NUÑEZ
 Dean
 Date: 7-10-24

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 08/12/24

1- Quality

2- Efficiency

3- Timeliness

4- Average

PERFORMANCE MONITORING FORM
JANUARY – JUNE 2024

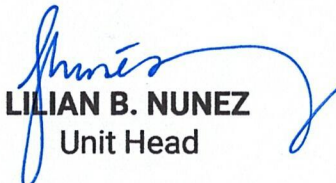
Name of Employee: **RHEA ANGELIE F. DAYONDON**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Perform clerical tasks	Typed and delivered documents; proper filing of documents	Daily	Daily	Daily	Very Impressive	Outstanding	Produces outputs with minimal or no error
2	Serve as dDRC	Documents & records are properly controlled, delivered, or filed	Daily	Daily	Daily	Very Impressive	Outstanding	Can be depended on to deliver quality work; quick to learn

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LILIAN B. NUNEZ
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA ANGELIE F. DAYONDON

Performance Rating: _____

Aim: To prepare IEC materials for extension project activities and post these at ISRDS FB page

Proposed Interventions to Improve Performance:

Date: July 15, 2024

Target Date: October 31, 2024

First Step:

Coordinate with extension project teams and gather data on project activities. Write one article per month and have it edited by project team. Post the article on the ISRDS FB page.

Result:

One article per month posted on the ISRDS FB page

Date: November 1, 2024

Target Date: December 15, 2024

Next Step:

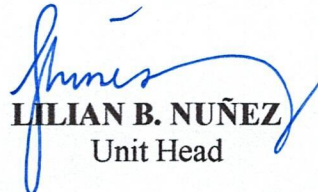
Draft project briefs for all R & E projects of ISRDS and have these edited by the project teams.

Outcome: All R & E projects with a project brief

Final Step/Recommendation:

Submit project briefs to IAO for uploading in THE drive.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


RHEA ANGELIE F. DAYONDON
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: RHEA ANGELIE F. DAYONDON

Position: Administrative Aide III

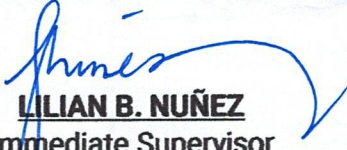
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	60				
Average Score	5.0				
Overall recommendation: Enhance skills in producing IEC materials.					


LILIAN B. NUÑEZ
 Immediate Supervisor