



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ernesto A. Gonzaga, Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.00	70%	2.80
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.15

TOTAL NUMERICAL RATING: 4.15

Add: Additional Approved Points, if any: ----

TOTAL NUMERICAL RATING: 4.15

FINAL NUMERICAL RATING 4.15

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

ERNESTO A. GONZAGA, Jr.

Name of Staff

Reviewed by:

LILIAN B. NUÑEZ

Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO

College Dean

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

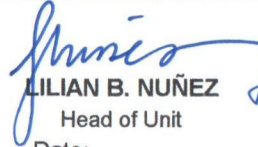
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ERNESTO A. GONZAGA, Jr. Administrative Aide IV, of the ISRDS commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan.-June, 2021.

ERNESTO A. GONZAGA, JR.

Adm. Aide IV

Date: 7/22/21


LILIAN B. NUÑEZ
Head of Unit

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPRE MFO 1. Administrative and Facilitative Services											
	PI 1: Number of government forms/documents typed, prepared and facilitated for approval.			Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	500	329	5	5	5	5	0.00
	PI 2: Number of letters and official communications prepared, recorded and sent to different departments/centers and clientele.			Preparation of letters & correspondence, recording of incoming and outgoing communications.	100	60	4	5	5	4.67	0.00
	PI 3: Number of MOUs, contracts, resolutions and official documents filed between BIDANI, SUCs and LGUs.			Files official forms and documents.	1	1	5	4	4	4.33	0.00
	PI 4: Number of trainings facilitated.			Facilitated trainings conducted at SUCs & LGUs	2	1	3	3	3	3	0.00
	PI 5: Number of handouts, forms, brochures, manuals and other documents reproduced and collated.			Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	5000	3000	3	3	3	3	0.00

OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	100%	4	4	4	4.00
	Best practices/new initiatives								
Total Over-all Rating			24.0			0.00	0.00	0.00	0.00

Average Rating (Total Over-all rating divided by 4)	4.0	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.0	
ADJECTIVAL RATING	VS	

Comments & Recommendations for Development Purpose:

Increase efficiency in filing documents.

Evaluated & Rated by:

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

Date: July 28, 2021

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERINO
Dean

Date: 8/4/21

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 8/5/21

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: Ernesto A. Gonzaga, Jr. Administrative Aide 4

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		54				
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		54				
Average Score		4.5				

Overall recommendation

: *Improvement of efficiency will enable him to adjust easily to a bigger department.*

Liliana B. Nuñez
LILIAN B. NUÑEZ
 Director