



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Eddie M. Israel**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.87                    | 70%                      | 3.40                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.29                    | 30%                      | 1.28                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.68</b>                             |

TOTAL NUMERICAL RATING: 4.68


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.68

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**EDDIE M. ISRAEL**  
Name of Staff

Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Department/Office Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDDIE M. ISRAEL**, support staff of **DYDC** commit to deliver and agreed to be rated on the attainment of the following ACCOMPLISHMENTS in accordance with the indicated measures for the period **JULY TO DECEMBER 2020**.

Prepared by:

*Eddie M. Israel*

**EDDIE M. ISRAEL**

Administrative Aide 6

Approved:

*Christina A. Gabrillo*

**CHRISTINA A. GABRILLO**

Department Head

| MFO & PAPs                                       | Success Indicators  | Tasks Assigned   | Target | Actual Accomplish<br>ments | Rating         |                |                |                | Remarks                             |
|--|---|--|--------|----------------------------|----------------|----------------|----------------|----------------|-------------------------------------|
|  |   |  |        |                            | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                     |
| UMFO 6. General Admin. & Support Services (GASS) |   |  |        |                            |                |                |                |                |                                     |
| PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services                    | Treats the customers well  | 0.00   | 0.00                       | 5              | 5              | 4              | 4.67           | ZERO COMPLAINT                      |
| PI 3: Additional Outputs                         | A 48. Other outputs implementing the new normal due to covid 19 |  |        |                            |                |                |                |                |                                     |
|  | PI4: Number of documents prepared, encoded and printed          | Printed Letter Requests, Vouchers, Travel Orders, Purchase Requests, Purchase Orders, ARE, Appointments, Application for Leaves, Inspection Report, Waster Material Reports, OBR, BUR, BIR Forms, Abstract of Quotations, RIS, OIC Designation, OPCR, IPCR, etc. | 200.00 | 350.00                     | 5              | 5              | 5              | 5.00           | PREPARED DOCUMENTS AS STATION CLERK |

|  |   |  |             |   |   |   |   |      |  |
|--|---|--|-------------|---|---|---|---|------|--|
|  | NUMBER OF DOCUMENTS SIGNED AND APPROVED | Performs both the clerical and messengerial jobs at DYDC               | 200.00      | 350.00  | 5 | 5 | 5 | 5.00 |  |
|  | DDC LEARNING GUIDES & IMS               | Prints and binds the learning guides/modules/lms                       | 20.00       | 60.00   | 5 | 5 | 4 | 4.67 |  |
|  | DYDC ORNAMENTALS, LOBBY AND CR          | Waters the ornamental plants and maintains the cleanliness of CR/lobby | 1.00        | 4.00  | 5 | 5 | 5 | 5.00 |  |
| Total Over-all rating                              |   |  | 24.34       | Comments & Recommendations for Development Purpose:<br><br><b>CONGRATULATIONS AND KEEP IT UP!</b> |   |   |   |      |  |
| Average Rating (total over-all rating divide by 4) |   |  | 5.00        |   |   |   |   |      |  |
| Additional Points                                  |   |  |             |   |   |   |   |      |  |
| Approved Additional points with copy of approval)  |   |  |             |   |   |   |   |      |  |
| FINAL RATING                                       |   |  | 4.87        |   |   |   |   |      |  |
| ADJECTIVAL RATING                                  |   |  | Outstanding |   |   |   |   |      |  |

Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**

Department Head

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

Recommending Approval:

  
**VICTOR B. ASIO**

Dean

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

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/24/21



PERFORMANCE MONITORING FORM

Name of Employee: EDDIE M. ISRAEL

| 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        | Prepare, print and produce government forms such as payroll, vouchers, travel orders, purchase orders, PPMP, OPCR, IPCR, etc. | Standard and approved government forms       | July 2020     | December 2020               | June 2020                | Impressive         | Outstanding                     |                         |
| 2        | Print reimbursements vouchers from travel and petty cash.   | Reimbursed travel and replenished petty cash | July 2020     | August 2020                 | August 2020              | Impressive         | Outstanding                     |                         |
| 3        | Participate in seminars for support staff   | Attendance to seminars                       | July 2020     | August 2020                 | September                | Impressive         | Outstanding                     |                         |
| 4        | Deliver all documents to concerned offices and make follow-ups  | Documents delivered                          | July 2020     | July 2020                   | July 2020                | Impressive         | Outstanding                     |                         |
| 5        | Clean offices, hallways, stairs and rest rooms of the station   | Clean assigned areas                         | July 2020     | July 2020                   | July 2020                | Very Impressive    | Outstanding                     |                         |

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

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

Prepared by:



DR. CHRISTINA A. GABRILLO  
Station Manager



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 to December 2020

Name of Staff: Eddie M. Israel Position: Administrative Aide VI

**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   |   | 55/12 = 4.58 |   |   |   |   |



| 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  |   | 20    |   |   |   |   |
| Average Score  |   | 4.0   |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**CHRISTINA A. GABRILLO**  
 Station Manager

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDDIE M. ISRAEL

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: July to December 2020

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: August 2020

Target Date: July to December 2020

Next Step: Attend ISO 9001:2015 Awareness Seminar and Seminar-Workshop on Records Management Compliant to ISO 9001:2015

Outcome: Gained knowledge in ISO 9001:2015

Final Step/Recommendation:

Prepared by:

  
CHRISTINA A. GABRILLO  
Station Manager

Conforme:

  
EDDIE M. ISRAEL  
Name of Ratee Faculty/Staff