# 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	4.23	4.23 x 70%	2.96
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 x 30%	1.25
	4.21		

TOTAL NUMERICAL RATING:

4.21

Add: Additional Approved Points, if any:

0.1

TOTAL NUMERICAL RATING:

4.31

ADJECTIVAL RATING:

**VERY SATISFACTORY** 

Prepared by:

Reviewed by:

A. GONZAGA, JR.

Name of Staff

MARIA AURORA T.W. TABADA

Department/Office Head

Recommending Approval:

Dean

Approved:

Vice Pres. for Instruction

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

Visca, Baybay City, Leyte

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ERNESTO A. GONZAGA, Jr., Administrative Aide IV, 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 2018.

ERNESTO A. GONZAGA, JR.
/ Adm. Aide IV
Date:

MARIA AURORA TERESITA W. TABADA

Head of Unit

Date:

	MFO Descrip- tion  Task Assigned  Task Assigned						Rat	ting		
MFO No.		Target	Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark		
MFO 6. General	Administration	n and Support Services (GASS)				`	***************************************			
VPRE MFO 1. /	Administrative	and Facilitative Services			71000000			*****		
		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.	<b>2</b> 50	275	4.0	4.0	4.0	4.00	
	communication	r of letters and official ons prepared, recorded and ent departments/centers and	Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	30	40	4.0	4.0	4.0	4.00	100000
	resolutions a	r of MOUs, contracts, nd official documents filled ANL SUCs and LGUs	Files official forms and documents.	20	25	4.0	4.0	4.0	4.00	
	Pl 4: Numbe	r of trainings facilitated.	Facilitated trainings conducted at SUCs & LGUs	2	4	4.5	4.5	4.5	4.50	
	brochures, m		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	5500	7000	4.0	4.0	4.0	4.00	
VPI MFO 2. Fro		·····								
	PI 1. Efficien frontline servi	t and customer-friendly ice	Zero percent complaint from clients served	90%	100%	4.9	4.9	4.9	4.90	
	Best practice	s/new initiatives						<u> </u>		

					T	
Total Over-all Rating		25.40	25.40	25.40	25.40	
Average Rating		4.23	4.23	4.23	4.23	
Adjectival Rating		Ve	ery Sat	isfacto	ry	

Evaluated & Rated by:

1- Quality

MARIA AURORA TERESITA W. TABADA

Pept./Unit Head

Date:

2- Efficiency

3- Timeliness

4- Average

**Recommending Approval** 

ANTONIO P. ABAMO

Dean

Date: \_

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

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

Comments & Recommendations for Development Purpose:

Mr. Gonzaga attend a retooling training for clerks including property custodianship.

#### **Annex O**

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July to December 2018</u>
Name of Staff: <u>ERNESTO A. GONZAGA,JR.</u> Position: <u>Adm. Aide 4</u>

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.	<b>Encircle</b>	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)		(	Scal	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			7)		
	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

Total Score  Average Score			/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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
	office/department aligned to that of the overall plans of the university.					

Overall recommendation

MARIA AURORA TERESITA W. TABADA

Name of Head