



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

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

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:


ROTACIO S. GRAVOSO
Station Manager

Noted:


EDITHA G. CAGASAN
OIC Head, DDC

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 2021**.

Prepared by:

E. Israel
EDDIE M. ISRAEL
Administrative Aide 6

Approved:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
Station Manager

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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, 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.	210.00	320.00	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	380.00	5	5	5	5.00	
	NUMBER OF DOCUMENTS RECORDED AND DELIVERED USING VSU HRIS	Documents recorded and delivered to different offices/departments using VSU HRIS tracking number	40.00	79.00	5	5	4	4.67	
	DYDC ORNAMENTALS, LOBBY AND CR	Waters the ornamental plants and maintains the cleanliness of CR/lobby	1.00	8.00	5	5	5	5.00	
Total Over-all rating			24.34						
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						

Comments & Recommendations for Development Purpose:

Congratulations and keep it up!

Evaluated & Rated by:

Noted:

Recommending Approval:

Approved by:

ROTACIO S. GRAVOSO

Station Manager

Date: _____

EDTHA G. CAGASAN

Department Head

Date: _____

VICTOR B. ASIO

Dean

Date: Feb 25, 2022

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING FORM

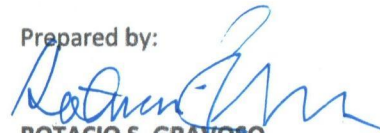
Name of Employee: **EDDIE M. ISRAEL**

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, etc.	Standard and approved government forms	July – Dec. 2021	July 2021	July 2021	Impressive	Outstanding	
2	Print reimbursements vouchers from travel and petty cash.	Reimbursed travel and replenished petty cash	July – Dec. 2021	July – Dec. 2021	July – Dec. 2021	Impressive	Outstanding	
3	Participate in seminars for support staff	Attendance to seminars	July 2021	August 2021	October 2021	Impressive	Outstanding	
4	Deliver all documents to concerned offices and make follow-ups	Documents delivered	July – Dec. 2021	July – Dec. 2021	July – Dec. 2021	Impressive	Outstanding	
5	Clean offices, hallways, stairs and rest rooms of the station	Clean assigned areas	July – Dec. 2021	July – Dec. 2021	July – Dec. 2021	Very Impressive	Outstanding	
6	Perform other functions assign by the head	Printing of all documents	July – Dec. 2021	July – Dec. 2021	July – Dec. 2021	Impressive	Outstanding	

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

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

Prepared by:


ROTACIO S. GRAVOSO
 Station Manager



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2021 to December 2021

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 : _____


ROTACIO S. GRAVOSO
 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 2021

Target Date: July to December 2021

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: August 2021

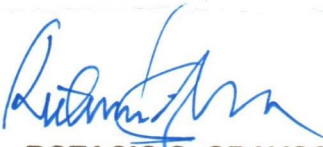
Target Date: July to December 2021

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:


ROTACIO S. GRAVOSO
Station Manager

Conforme:


EDDIE M. ISRAEL
Name of Ratee Faculty/Staff