

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GENARO G. GODOY

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.67	4.67 x 70%	3.269
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL NUMERICAL RATING			4.619


TOTAL NUMERICAL RATING: 4.619
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.619

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


GENARO G. GODOY
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Head, OPO/MMDC/VPP

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GENARO G. GODOY, of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press) 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 to June, 2018.


GENARO G. GODOY
 Ratee


 Approved: **EDITHA G. CAGASAN**
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Laboratory and Technical Services	Number of equipment and facilities maintained	Maintained MMDC equipment and facilities	8	14	5	5	4	4.67	
	Number of Seminar-Workshops, programs, forums served	Operated AV equipment during film showing	6	8	5	4	5	4.67	
	Number of classes served while using AV equipment	Assisted the faculty in using the AV equipment during classes	26	70	5	5	5	5.00	
	Number of video footages shoot	Shoot video footages during VSU anniversary, commencement exercises, aaccup, convocations, and other activities/celebrations.	18	22	4	5	5	4.67	
Production of Information/ Communication materials	Number of photos and videos recorded	Did video grabbing	80	150	4	4	5	pps	
	Number of videos edited	Edited videos	8	11	4	5	5	4.67	
	Number of video graphics produced	Provided graphics for the videos	15	25	4	4	5	4.33	
	Number of videos burned (CD/DVD)	Archived videos in CD/DVD formats	50	60	5	4	4	4.33	
OTHERS/Additional accomplishments	Number of committees served	Served as members of various committees in the university	4	8	5	5	5	5.00	
Total Over-all Rating								37.33	

Average Rating (Total Over-all rating divided by 9)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

He is a good team player. Keep up the good work.

Evaluated and Rated by:


EDITHA G. CAGASAN, Ph.D.
Head, OPO/MMDC/VPP
Date: _____


1 - quality 2 - efficiency 3 - timeliness 4 - average

Recommending Approval:

N/A

Dean/Director
Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2018

Name of Staff: GENARO G. GODOY

Position: Administrative Aide 6

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					
Average Score	4.50				

Overall recommendation : keep up the good work


EDITHA G. CAGASAN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GENARO G. GODOY**

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To improve capability to maintain/repair/operate AV equipment; and to document (video/photo) important activities of the university

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: June 2018

Target Date: July– December 2018

First steps:

- Review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

Results:

- Archiving of videos about important activities of the university has already been started and continued until the present;
- Copies of the videos about important activities in the university (i.e., AACUP Accreditation, anniversary, intramural games, etc.) are now properly labeled and given to the concerned offices immediately after the event.

Date: December 2018

Target Date: January to December 2019

Next Steps:

- Continue providing guidance in the performance of office duties
- Allow Mr. Godoy to attend training–workshops that can help improve his capability to provide services to clients (i.e., attendance to film making workshop and to other workshops/activities sponsored by other groups like PACE, ABSCBN, Erasmus Mundus, etc.)


Outcome:

- Production of videos with new styles and concepts, new video shooting techniques and cinematography;
- More understanding on how to use video gadget to upload to AGOS online

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:


Dr. EDITHA G. CAGASAN
Head, Online Programs Office

Conformee:


GENARO G. GODOY
Administrative Aide/AV Technician, MMDC