



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LINDON M. FERNANDEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: **4.88**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.88**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

LINDON M. FERNANDEZ
Name of Staff

Reviewed by:

LUZ O. MORENO
Head, DPBG

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance, VSU

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LINDON M. FERNANDEZ**, Administrative Aide III of the **DEPARTMENT OF PLANT BREEDING AND GENETICS** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1 to December 31, 2023**.

LINDON M. FERNANDEZ

Ratee
Date: 1-24-2024

Approved:

LUZ O. MORENO

Head of Unit
Date: 1-28-2024


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	# of course materials typed	Encoded/typed/collated /printed syllabus and laboratory manuals, course outlines, Table of Specifications and examinations.	20	15	5	5	5	5	
	# of DTR prepared, checked, countersigned and recorded	Prepared /checked/distributed Daily Time Record for Administrative staff	6	15	5	5	5	5	
	# of Travel Order, Application for Leave prepared/checked/recorded	Prepared Travel Orders (TOs), Leave of Applications, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor	10	10	5	5	5	5	
	# of copies of memos of meetings, webinars.etc printed/routed for faculty and staff	printed and distributed memos of the meetings/webinars for faculty and staff.	10	25	5	5	5	5	
	# of documents prepared and Processed	Typed/printed Appts, PR, RAIS, Vouchers, JO Payrolls,	100	70	5	5	5	5	

		Contracts, PPMP, Communications & JO Daily Time Record							
	# of documents photocopied, sorted and filed	Sorted and filed incoming/outgoing communications, reports and memoranda.	60	70	5	5	5	5	
	# of Examinations assisted	Act as proctor during examinations	1	2	5	5	4	4.67	
	Documents prepared for CERTIFICATION (COPC, AACUP & ISO)	Prepared and Printed Documents, Act as Deputy Document and Records Controller	1	1	5	5	4	4.67	
Efficient and Customer Friendly Frontline Service	Zero percent complaint from client served.	Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc.	80%	98%	5	5	5	5	
Total Over-all Rating	44.34								

Average Rating	4.93	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING	Outstanding	

Keep up the good work.
Recommended for regular/plantilla position.


Evaluated & Rated by:


LUZ O. MORENO
Dept/Unit Head
Date: 1-25-2024

Recommending Approval:


VICTOR B. ASIO
Dean/Director
Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01-20-2024

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: LINDON M. FERNANDEZ Position: ADMIN. AIDE III


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		57				

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		4.75				

Overall recommendation : Very Satisfactory Performance


LUZ O. MORENO
 Printed Name and Signature
 DPBG, Department Head

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: **LINDON M. FERNANDEZ**

PERFORMANCE RATING: 4.93 (Outstanding) July-December 2023

AIM: Excellent customer service as frontliner.

PROPOSED INTERVENTIONS TO IMPROVE PERFORMANCE AND/OR COMPETENCE AND QUALIFICATION TO ASSUME HIGHER RESPONSIBILITIES.

DATE: January 2024

TARGET DATE: June 2024

FIRST STEP: Attend a seminar or training on "Excellent Customer Service".

RESULT: Acquire basic knowledge on handling clients.

NEXT STEP: Apply acquired knowledge on how to meet client's needs.

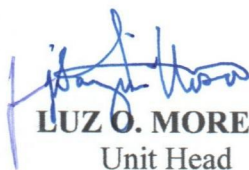
RESULT: Mr. Fernandez attended seminar on "Excellent Customer Service".

OUTCOME: Mr. Fernandez's clients are satisfied and with zero complaints.

NEX STEP: Encourage to attend new trainings to further improve performance.

FINALSTEP/RECOMMENDATION: Continue to meet clients' needs and expectations/
Pursue graduate studies.

Prepared by:


LUZ O. MORENO
Unit Head

Conforme:


LINDON M. FERNANDEZ
Name of Ratee Faculty/Staff