



**Annex P**

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

Name of Administrative Staff: Marco L. Cabras

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.26                       | 70%                      | 2.98                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.75                       | 30%                      | 1.43                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.41</b>                             |

TOTAL NUMERICAL RATING: 4.41

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.41

FINAL NUMERICAL RATING 4.41

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

**MARCO L. CABRAS**

Name of Staff

Reviewed by:

**SEAN O. VILLAGONZALO**

Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

**ELWIN JAY V. YU**

Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARCO L. CABRAS, of the Information & Communications Technology Management Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period October to December 2024.

MARCO L. CABRAS

Ratee

Approved:

SEAN O. VILLAGONZALO

Head of Unit

| MFOs/PAPs  | Success Indicators                              | Task assigned                             | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|--|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|  |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| 1. Administrative and Support Service Management | Administrative office document process          | Job request received & compile            | 25     | 29                    | 5              | 4              | 4              | 4.33           |         |
|  |   | Process Internet bills for payment        | 15     | 18                    | 5              | 4              | 4              | 4.33           |         |
|  |   | Process payrolls                          | 3      | 3                     | 4              | 4              | 4              | 4              |         |
|  |   | Diesel request for generator              | 1      | 1                     | 4              | 4              | 4              | 4              |         |
|  |   | Process PPMP/ PR                          | 1      | 1                     | 4              | 4              | 4              | 4              |         |
|  | Efficient & costumer friendly frontline service | attending phone calls, clients & visitors | 20     | 24                    | 5              | 4              | 4              | 4.33           |         |
|  | Generator maintenance                           | Maintain generator                        | 30     | 35                    | 5              | 4              | 5              | 4.67           |         |
| 2. Utility/ Messenger                            | Number of utility work                          | Do utility work of the office & workplace | 10     | 14                    | 5              | 4              | 4              | 4.33           |         |


|                              |                             |                      |    |    |   |   |   |      |             |
|------------------------------|-----------------------------|----------------------|----|----|---|---|---|------|-------------|
| Work                         | Number of messengerial work | Do messengerial work | 10 | 12 | 5 | 4 | 4 | 4.33 |             |
| <b>Total Over-all Rating</b> |                             |                      |    |    |   |   |   |      | <b>38.3</b> |

|   |                   |      |
|---|-------------------|------|
| Average Rating (Total Over-all rating divided by 4) |                   | 4.26 |
| Additional Points:                                  |                   |      |
| Punctuality   | XX                |      |
| Approved Additional points (with copy of approval)  | XX                |      |
| Final Rating  |                   | 4.26 |
| Adjectival Rating                                   | Very Satisfactory |      |

**Commnet & Recommendations for Development Purpose:**

*Continue push him to acquire new skills not only as drec but also as his technical skills needed in the office.*

Evaluated & Rated by:

  
**SEAN O. VILAGONZALO**  
 Dept./Unit Head


Date: 1/23/25

Recommending Approval:

N/A  
 Dean/Director

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

Approved by:

  
**ELWIN JAY V. YU**  
 VP for Admin. & Finance

Date: 1/24/25

1- Quality      2- Efficiency      3- Timeliness      4- Average

# PERFORMANCE MONITORING & COACHING JOURNAL

|  |     |                                 |
|--|-----|---------------------------------|
|  | 1st | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|  | 2nd |                                 |
|  | 3rd |                                 |
|  | 4th |                                 |

Name of Office: UICTS

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 9


| Activity Monitoring   | MECHANISM  |                         |        |                       | Remarks                            |
|---|------------|-------------------------|--------|-----------------------|------------------------------------|
|   | Meeting    |                         | Memo   | Others (Pls. specify) |                                    |
|   | One-on-One | Group                   |        |                       |                                    |
| <b>Monitoring</b><br><br>Network repair & maintenance   |            | January – December 2024 | Verbal |                       | During monthly & emergency meeting |
| <b>Coaching</b><br><br>Advised everyone to look For trainings that can improve office efficiency in dealing network problems. |            | January – December 2024 | Verbal |                       |                                    |

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
SEAN O. VILLAGONZALO 1/23/25  
 Immediate Supervisor

Noted by:

  
ELWIN JAY V. YU 1/24/25  
 Next Higher Supervisor



# TRACKING TOOL FOR MONITORING TARGETS

Marco L. Cabras  
Clerk III  
UICTS

| Major Final Output/<br>Performance Indicator         | TASK                                      | ASSIGNED<br>TO | DURATION          | TASK STATUS             |                         |                         |                         | REMARKS |
|--|---|----------------|-------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------|
|  |   |                |                   | 1 <sup>st</sup><br>Week | 2 <sup>nd</sup><br>Week | 3 <sup>rd</sup><br>Week | 4 <sup>th</sup><br>Week |         |
| MFO 1: Administrative and Support Service Management |   |                |                   |                         |                         |                         |                         |         |
| Administrative office document process               | Job request received & compile            | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
|  | Process Internet bills for payment        | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
|  | Process payrolls                          | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
|  | Diesel request for generator              | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
|  | Process PPMP/ PR                          | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
| Efficient & costumer friendly frontline service      | attending phone calls, clients & visitors | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
| Generator maintenance                                | Maintain generator                        | MLCabras       | Jan. – Dec., 2024 |                         |                         |                         |                         |         |
| MFO 2: Utility/ Messenger Work                       |   |                |                   |                         |                         |                         |                         |         |
| Number of utility work                               | Do utility work of the office & workplace | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |
| Number of messengerial work                          | Do messengerial work                      | MLCabras       | Jan. – Dec., 2024 | X                       | X                       | X                       | X                       |         |

Prepared by:

  
**SEAN O. VILLAGONZALO**  
UICTS Director 1/29/25

**PERFORMANCE MONITORING FORM**Name of Employee: Marco L. Cabras


| 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        | Job request received & compile            | Compile Job Requests for Work Schedule                                    | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 2        | Process Internet bills for payment        | Process Internet Bills for payment (Globe, Smart, PLDT)                   | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 3        | Process payrolls                          | Process payrolls for salary   | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 4        | Diesel request for generator              | Request fuel for generator for backup power to servers                    | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 5        | Process PPMP/ PR                          | Process PPMP/ PR for office supplies & needs for VS                       | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 6        | attending phone calls, clients & visitors | Attending phone calls for client concern                                  | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 7        | Maintain generator                        | Maintenance of Generator for Backup power of Servers for VSU connectivity | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |
| 8        | Do utility work of the office &           | Utility work of the office/ workplace                                     | Jan.-Dec. 2024 | Within Jan.-Dec. 2024       | Within Jan.-Dec. 2024    | very impressive    | Outstanding                     |                         |

|    |                      |                   |                |                       |                       |                 |             |                |
|----|----------------------|-------------------|----------------|-----------------------|-----------------------|-----------------|-------------|----------------|
|    | workplace            |                   |                |                       |                       |                 |             |                |
| 9. | Do messengerial work | Messengerial work | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | Jan.-Dec. 2024 |

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

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

Prepared by:

  
**SEAN O. VILLAGONZALO** 1/23/25  
 UICTS Director



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: Marco L. Cabras

Performance Rating: \_\_\_\_\_

**Aim:**

As a clerk in ICT it generally includes efficiently managing and processing information, maintaining accurate records, supporting data entry and retrieval, and ensuring effective communication within the organization through the use of technology.

**Proposed Interventions to Improve Performance:****Date:** July - December 2024 **Target Date:** December 31, 2024**First Step:**

Find regional and national short term trainings, seminar, workshop, conference & Convention related to documents record keeping.

**Result:**

Several regional, national document record keeping related trainings are available.

**Date:** January - June 2025 **Target Date:** June 30, 2025**Next Step:**

Send MLCabras to document record keeping related training, seminars, workshop, conference & convention.

**Outcome:**

- Improved skills and technique due to training, seminars attended.
- Faster resolution of document record keeping related problems due to enhanced skills.
- Improved document record keeping and retrieval skills due to training attended.

**Final Step/Recommendation:**

- Continue sending Marco L. Cabras annually to training, seminar not only in the country but as well as international, and if possible to a master's degree related to document record keeping.

Prepared by:

SEAN O. VILLAGONZALO

Unit Head

1/23/20

Conforme:

MARCO L. CABRAS

Name of Ratee Faculty/Staff

1/23/20





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Marco L. Cabras


Position: Clerk 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   |   |       |   |   |   |   |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>   |   | 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   |   | 57    |   |   |   |   |
| Average Score   |   | 4.75  |   |   |   |   |
| Overall recommendation:<br><i>Continue to push him to acquire new skills not only as dDRC but as well as his technical skills needed in the office.</i> |   |       |   |   |   |   |

  
**SEAN O. VILLAGONZALO**  
 Immediate Supervisor *1/23/24*