



**Annex P**

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

Name of Administrative Staff: Anelito C. Pernito

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.38</b>

TOTAL NUMERICAL RATING: 4.38

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.38

ADJECTIVAL RATING: VS

Prepared by:

**ANELITO C. PERNITO**  
Name of Staff

Reviewed by:

**ZYRA MAY H. CENTINO**  
Department/Office Head

Recommending Approval:

**LILIAN B. NUNEZ**  
Dean, CME

Approved:

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs





### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANELITO C. PERNITO**, of the Department of Economics 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-Dec.31, 2024**.

**ANELITO C. PERNITO**  
Ratee

Approved:

**ZYRA MAY H. CENTINO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				
					Q1	E2	T3	A4	
<b>Administrative Support Services</b>	Number of times building/windows opened & closed every working days	Opened and closed the office	Every working days	Daily					
	Number of offices maintained and cleaned	Maintained and cleaned offices	9	9	4	4	4	4.00	
	Number of comfort room rooms maintained and cleaned	Maintained and cleaned comfort rooms	4	4	4	4	4	4.00	
	Area of lawn maintained (sq.m. approx.)	Landscaped areas surrounding the department	200	200	4	4	4	4.00	
	Number of lecture rooms maintained	Maintained and cleaned lecture rooms	7	7	5	5	5	5.00	
	Maintained cleanliness in the department surroundings	Maintained cleanliness in the department	90%	100	5	5	5	5.00	
<b>General Administration and Support Services (GASS)</b>	Efficient and customer friendly frontline service	General Services	No complaint	zero complaint	4	4	4	4.00	
<b>Total Over-all</b>								26.00	
<b>Average Rating</b>								4.33	
<b>Adjectival Rating</b>								VS	

Comments & Recommendations for Development Purpose:

Attend seminar/trainings related to work empowerment.

Evaluated & Rated by:

**ZYRA MAY H. CENTINO**  
Department Head  
Date: 1/10/26

Recommending Approval

**LILIAN B. NUNEZ**  
College Dean  
Date: 1/10/26

Approved:

**ROTACIO S. GRAVOSO**  
Vice Pres. for Acad. Affairs  
Date: 1/10/26



PERFORMANCE MONITORING & COACHING JOURNAL  
July-December 2024

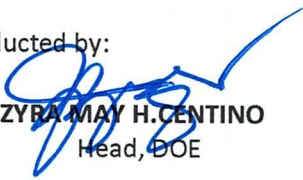
Name of Office : Department of Economics  
Head of Office : Prof. Zyra May H. Centino  
Number of Personnel : 8 Regular Faculty, 2 Admin Staff, 1 Part Time, 1 GTA, 4 Affiliate Faculty

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department		Attendance certificate  Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/college memo/notice of meeting	Attendance certificate	July-Dec. 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Oct. & Dec. 2024 (e-copy.)
Coaching & Mentoring					
Discuss ways to improve classroom		Teaching performance			All faculty members were


management, teaching methods, IMs and syllabus preparation and evaluation reports of staff.		evaluation results especially the negative feedbacks from students were discussed with the concerned faculty			given copy of their TPES regarding the students evaluation (July-Dec. 2024)
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**ZYRA MAY H. CENTINO**  
 Head, DOE

Noted by:

  
**LILIAN B. NUNEZ**  
 Dean, CME

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEPT	OCT	NOV	DEC	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching	ALL FACULTY	JULY-DEC. 2024							
<b>PI 1. Instruction</b>	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JULY-DEC. 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECEC 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGECEC 144, ECON 129E, ECON, BCON 146, AGECEC 199-A, ECON 133, AGECEC 231, AGECEC 213, AGECEC 221, AGECEC 241, APEC 252, ECON 214
	Spent Hours For Students Consultations (virtual)	ALL FACULTY	JULY-DEC. 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		ZYRA MAY H.	JULY – DEC.							Head, Academic Advisers



		<i>CENTINO</i>	2024							
	Gives Assignments, Quizzes, Exams, Etc.	<i>All Faculty</i>	JULY –DEC. 2024	Gives quizzes and long exams as agreed in the class			Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	<i>All Faculty</i>	JULY-DEC. 2024				Midterm Grades		Final Grades	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133,AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Prepares power point lecture materials	<i>All Faculty</i>	JULY-DEC. 2024							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON,






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	ons.									
	Delivers, processes and facilitates documents	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledgment letters and other communications.	<i>COSUGANOB</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports, Vouchers, Purchase Requests/PP MP
	Records and releases documents.	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	<i>COSUGANOB</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments

	Clean offices and surroundings	ANELITO C. PERNITO	July-Dec. 2024	Daily	Daily	Daily	Daily	Daily	Daily	
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Prepared by:

  
ZYRA MAY H. CENTINO  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANELITO C. PERNITO  
Performance Rating : Very Satisfactory

Aim: To improve percentage of documents processed performance on faculty requests and maintenance of the DOE surroundings.

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

Date: July 2024

Target Date: December 2024

First Step:

Monitor Mr. Pernito's performance on processing of documents, faculty requests and maintenance of the surroundings.

Result:

Requested documents were facilitated and prepared on time, DOE cleanliness were maintained.

Date: September 2024

Target Date: December 2024

Next Step:

One-on-one meeting with Mr. Pernito.

Outcome:

His performance specific to document facilitation and preparation and in cleanliness maintenance in DOE surroundings has improved.

Final Step/Recommendation:

Required Mr. Pernito to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:

  
ZYRA MAY H. CENTINO  
Unit Head

Conformer

  
ANELITO C. PERNITO  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July-December 2024

Name of Staff: Anelito C. Pernito 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				
<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				
		Average Score				
Overall recommendation:		4.5				

  
**ZYRA MAY H. CENTINO**  
Printed Name and Signature  
 Immediate Supervisor