



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RHEA ANGELIE F. DAYONDON

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	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: 4.31

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.31

FINAL NUMERICAL RATING 4.31

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

RHEA ANGELIE F. DAYONDON
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, RHEA ANGELIE F. DAYONDON, Administrative Aide III, of the ISRDS 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 - December, 2022.

RHEA ANGELIE F. DAYONDON

Adm. Aide III

Date: 1/6/23

LILIAN B. NUÑEZ

Head of Unit

Date: Jan. 13, 2023

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPI MFO 1. Administrative and Facilitative Services											
	PI 1: Prepares administrative and official documents and facilitates approval of the Institute.		Preparation of administrative documents (external and internal forms) and other official documents of the Institute & correspondence, recording of incoming and outgoing communications.	50	87	5	5	5	5		
	PI 2: Manages the recording and filing of Institute records and official forms /documents in accordance with established and/or standard documentation.			100	105	4	4	4	4		
	PI 3: Serves as alternate deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification			100%	100%	4	4	4	4		
	PI 4: Assists in the accreditation (AACUP, ISO, RQUAT) activities.			100%	100%	4	4	4	4		

PI 4: Manages ISRDS Facebook Page.

4.5 4.5 4.5 4.5

OVPI MFO 2. Frontline Services

PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	100% no complaint	100% no complaint	4.5	4.5	4.5	4.5	
Best practices/new initiatives									
Total Over-all Rating									

26.00

Average Rating (Total Over-all rating divided by 4)	4.33	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.33	
ADJECTIVAL RATING	VS	

Comments & Recommendations for Development Purpose:

Enhance skills in monitoring of activities & outputs.

Evaluated & Rated by:




LILIAN B. NUÑEZ

Dept./Unit Head

Date: Jan. 13, 2023

Recommending Approval:



MOISES NEIL V. SERINO

Dean

Date: Jan 25, 2023

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: Jan. 26, 2023

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Rhea Angelie F. Dayondon

Position: Administrative Aide 3

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. 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					51
Average Score					4.25

Overall recommendation : Enhance skills in monitoring

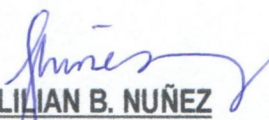

LILIAN B. NUÑEZ
 Printed Name and Signature
 Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA ANGELIE F. DAYONDON

Performance Rating: 4.31

Aim: To serve as an efficient communicator and monitor of office activities

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: March 31, 2023

First Step:

Practice writing official letters and brief articles on ISRDS events.

Result:

Submit all outputs to relevant working committee of ISRDS

Date: April 1, 2023

Target Date: After ISRDS events

Next Step:

Post outputs at the ISRDS Facebook page.

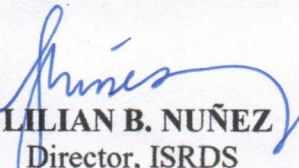
Outcome: ISRDS Facebook page enhanced and with increased usage by target readers


Final Step/Recommendation:

Enhance ISRDS FB page with up-to-date information.

Prepared by:

Conforme:


LILIAN B. NUÑEZ
Director, ISRDS


RHEA ANGELIE F. DAYONDON
MERRY JEAN A. CAPARAS
Ratee