



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Genaro G. Godoy**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.346
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

GENARO G. GODOY

Name of Staff

Reviewed by:

ULDERICO B. ALVIOLA

Department/Office Head

Recommending Approval:

Approved:

Dean/Director

ALLEN GLENNIE P. LAMBERT

Executive Secretary

GENARO G. GODOY

Ratee

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Approved:

ULDERICO B. ALVIOLA

Head of Unit

Date:

[illegible]

Average Rating (Total Over-all rating divided by 6)			4.78		Comments & Recommendations for Development Purpose: Willing to work anytime when needed.				
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.78						
ADJECTIVAL RATING			Outstanding						

Evaluated and Rated by:


ULDERICO B. ALVIOLA

Head, University Integrated Media Center

Date: 12/6/23

Recommending Approval:

N/A

Dean

Approved by:


ALLEN GLENNIE P. LAMBERT

Executive Secretary

Date: 12/12/23

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

PERFORMANCE MONITORING FORM
January to June 2023

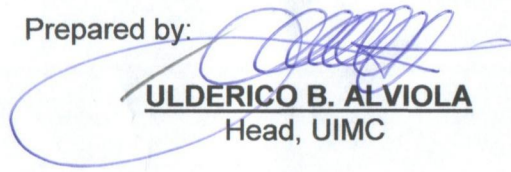
Name of Employee: **Genaro G. Godoy**

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	To maintain MMDC equipment and facilities	16 equipment maintenance	January 2023	Within January to June 2023	Within January to June 2023	Impressive	Very Satisfactory	18 equipment maintained
2	To operate AV equipment during the events and to shoot video footages during live production and other activities	16 shows events	January 2023	As schedules	As scheduled	Very Impressive	Outstanding	26 shows events
3	To produced videos	2 events video produced	January 2023	As scheduled	As scheduled	Very Impressive	Outstanding	3 events video produced
4	To edit videos	2 videos edited	January 2023	After video coverage	Immediately after video coverage, June 2022	Very impressive	Outstanding	3 videos edited
5	To archive videos in CD/DVD formats	5 videos archived	January 2023	After final editing	June 2023	Very Impressive	Outstanding	6 videos archived
6	To serve as members of various committees in the university	4 committees served as member	January 2023	During the events when committees are needed	During the events when committees are needed	Very Impressive	Outstanding	5 committees served as member

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

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

Prepared by:


ULDERICO B. ALVIOLA

Head, UIMC



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: Genaro G. Godoy Position: Administrative Aide VI

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						

Vision:

Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score						55
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						4.58

Overall recommendation : _____


ULDERICO B. ALVIOLA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2 nd	
	3 rd	
	4th	

Name of Office: University Integrated Media Center

Head of Office: Ulderico B. Alviola

Number of Personnel: Genaro G. Godoy

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Maintenance of MMDC equipment and facilities	x	x			
Shooting of video footages during VSU organized events	x	x			
Editing videos	x				
Archiving videos in CD/DVD formats	x	x			
Serving as member of various committees in the university	x	x			
Coaching					
Maintenance of MMDC equipment and facilities	x				
Shooting of video footages during VSU organized events	x				
Serving as member of various committees in the university	x				

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

Conducted by:


ULDERICO B. ALVIOLA
Head, UIMC

Noted by:


ALLEN GLENNIE P. LAMBERT
Executive Secretary

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:

Date: **January 1, 2023**

Target Date: **June 30, 2023**

First steps:

- Meeting to 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;
- Copies of the videos about important activities in the university (i.e., AACUP Accreditation, anniversary, intramural games, etc.) are now given to the concerned offices immediately after the event.

Date: **July 1, 2023**

Target Date: **December 31, 2023**

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:


ULDERICO B. ALVIOLA
Head, UIMC

Conforme:


GENARO G. GODOY
Admin. Aide VI, UIMC