



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GANESSA ROSE L. GONGORA-CUEVAS**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.97 | 70% | 3.48 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.97 | 30% | 1.49 |
| TOTAL NUMERICAL RATING | | | 4.97 |

TOTAL NUMERICAL RATING:

4.97

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.97

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

GANESSA ROSE L. GONGORA-CUEVAS
Name of Staff

Reviewed by:

ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:

ANTONIO P. ABAMO
Director for Extension

Approved:

SANTIAGO P. PEÑA JR.
Vice President for Research, Extension and Innovation

EXTENSION OFFICE

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ganessa Rose L. Gongora-Cuevas, of the Extension Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

GANESSA ROSE L. GONGORA-CUEVAS
Ratee

Approved: **ANTONIO P. ABAMO**
Head of Unit

| MF0 & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|------------------------------|-----------------------|----------------|----------------|----------------|----------------|---|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| General Administration and Support Services | Zero Complaint administrative services for clients | Provide advice to, and directs or assist clients (via email, call or actual visit in addressing their various service. | Zero complaints from clients | 0 | 5 | 5 | 5 | 5.00 | At the Office of the President for the period January – April 2024 and at OVPREI/Extensi on Office from May to June 2024. |
| | Maintained workplace in compliance to ISO-5s | Maintains personal workplace to ISO 5s | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| Management and Executive Services | Effective and Efficient Management and Paperwork Services | | | | | | | | At the Office of the President for the period January – April 2024 and at OVPREI/Extensio n Office from May to June 2024. |
| | Number of Memoranda/Special Orders, Certification Issued | Drafts, reviews Memoranda, Special Orders, Certifications Issued | 100 (1100) | 124 | 5 | 5 | 5 | 5.00 | |
| | Number of reports prepared | Gathers data, prepares drafts and finalizes the reports | 5 | 10 | 5 | 5 | 5 | 5.00 | Reports for presentation to BOR and management |

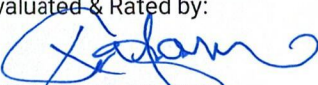
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|--|--|---|------|------|---|---|---|------|--|
| | | | | | | | | | review, OVPREI highlights of accomplishments, ISO audit presentation and other VSU requested reports |
| | Number of packaged reports submitted to funding agencies/awarding bodies | Gathers data, prepared drafts and finalizes reports | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Number of activity documentation assignment | Serves as activity documenter in university-wide activities | 5 | 5 | 5 | 5 | 5 | 5.00 | |
| | Effective and Efficient Public Relations Services | | | | | | | | At the Office of the President for the period January – April 2024 and at OVPREI/Extension Office from May to June 2024. |
| | Number of emails answered or facilitated | Answers and facilitated emails for the office | 1500 | 1785 | 5 | 5 | 5 | 5.00 | |
| | Number of phonecalls answered and facilitated | Answers and facilitated phonecalls for the office | 100 | 143 | 5 | 5 | 5 | 5.00 | |
| | Number of OVPREI activities posted and documented | Posts and manages OVPREI Facebook page | 5 | 11 | 5 | 5 | 5 | 5.00 | |
| | Effective and Efficient President's Calendar Management | | | | | | | | At the Office of the President for the period January – April 2024 and at OVPREI/Extension Office |

[illegible]

| | | |
|--|--|------|
| Average Rating (Total Over-all rating divided by 15) | | 4.97 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.97 |
| ADJECTIVAL RATING | | |

| |
|---|
| Comments & Recommendations for Development Purpose: <i>framing a talent young admin support!!</i> |
|---|


Evaluated & Rated by:


ANTONIO P. ABAMO

Extension Office Unit Head

Date: 7/23/24

Recommending Approval:


ANTONIO P. ABAMO

Director for Extension

Date: 7/23/24

Approved by:


SANTIAGO T. PEÑA JR.

Vice President for Research, Extension, and Innovation

Date: 7/24/24

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ganessa Rose L. Gongora-Cuevas

Performance Rating: Outstanding

Aim: Improve facilitation and documentation of events that involve the OVPREI

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step: Attend trainings/for a on problem-solving and communication (verbal and written) to hone problem-solving and communication skills

Result: Identify, apply and evaluate problem-solving and communication skills that are relevant to the job.

Date: January 2023

Target Date: June 2023


Next Step: Attend trainings/for on event organization/management and leadership/coordination to further develop skills in event organization/management and leadership.

Outcome: Identify, apply and evaluate skills that are relevant to the job.


Final Step/Recommendation:

Consolidate and apply proven skills that are relevant to the job.

Prepared by:


ANTONIO R. ABAMO
Unit Head

Conforme:


GANESSA ROSE L. GONGORA-CUEVAS
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: Ganessa Rose L. Gongora-Cuevas

Position: Media Production Specialist II

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.

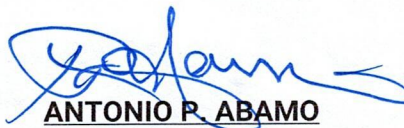
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 |

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| | | | | | | |
|---|---|-------|---|---|---|---|
| 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 | | | | | | |
| Average Score | | 4.97 | | | | |
| Overall recommendation: | | | | | | |


ANTONIO R. ABAMO
 Immediate Supervisor