



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	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.40

TOTAL NUMERICAL RATING: 4.40
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.40
FINAL NUMERICAL RATING: 4.40

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

GENARO G. GODOY
Name of Staff

Reviewed by:

EDITHA G. CAGASAN
Department/Office Head

Approved:

BEATRIZ S. BELONIAS
VP, for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENARO G. GODOY**, of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press) 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 2020**.

GENARO G. GODOY

Ratee

Approved:

EDITHA G. CAGASAN

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Laboratory and Technical Services	Number of equipment and facilities maintained	Maintain MMDC equipment and facilities	12	14	5	5	5	5.00	
	Number of Seminar-Workshops, programs, forums served	Operates AV equipment during film showing	5	8	5	4	4	4.33	
	Number of classes served while using AV equipment	Assist the faculty in using the AV equipment during classes	10	12	4	5	4	4.33	
	Number of video produced	Shoot video footages during VSU Anniversary, Annual Convocation, Ugnay Search, Serbisyo Kabataan Online Webisodes, Seminar Series	8	10	5	4	4	4.33	
Production of Information/Communication materials	Number of photos and videos recorded	Did video grabbing	40	45	5	4	5	4.67	
	Number of video edited	Edit videos	8	9	4	4	4	4.00	
	Number of video graphics produced	Provide graphics for the videos	10	12	4	5	4	4.33	
	Number of videos burned (CD/DVD)	Archive videos in CD/DVD formats	40	45	4	4	4	4.00	
OTHERS/Additional accomplishments	Number of committees served	Served as members of various committees in the university	4	4	4	4	4	4.00	
Total Over-all Rating								39.00	
Average Rating (Total Over-all rating divided by 9)				4.33					Comments & Recommendations for Development Purpose: He is willing to provide assistance to anyone in need.
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING				4.33					
ADJECTIVAL RATING				Very Satisfactory					

Evaluated and Rated by:

Recommending Approval:

Approved by:

EDITHA G. CAGASAN, Ph.D.

Head, MMDC/OPO/VPP

Dean

BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

PERFORMANCE MONITORING FORM
January to June 2020

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	12 equipment maintenance	January 2020	Within January to June 2020	January to June 2020	Impressive	Very Satisfactory	14 equipment maintained
2	To operate AV equipment during film showing/classes	5 film showing served	January 2020	As scheduled	As scheduled	Impressive	Very Satisfactory	8 film showing served
3	To assist the faculty in using the AV equipment during classes	10 classes assisted	January 2020	As scheduled	As scheduled	Impressive	Very satisfactory	12 classes assisted
4	To shoot video footages during VSU anniversary, commencement exercises, aaccup, convocations and other activities	8 events provided video coverage	January 2020	As scheduled	As scheduled	Very Impressive	Outstanding	10 events provided with video coverage
5	To do Video grabbing	40 videos	January 2020	When there are request	As agreed by the technician and the requesting party	Impressive	Very satisfactory	45 videos
6	To edit Videos	8 videos edited	January 2020	After video coverage	Immediately after video coverage, June 2020	Very impressive	Outstanding	9 videos edited
7	To provide graphics for the videos	10 graphics provided	January 2020	When there are request	As requested	Impressive	Very Satisfactory	12 graphics provided



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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		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 : _____


EDITHA G. ACAGASAN
 Head of Office

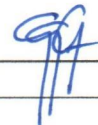
PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)


Head of Office: Editha G. Cagasan


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			
Operating AV equipment during film showing	x				
Assisting faculty in using AV equipment during classes	x				
Shooting of video footages during VSU organized events	x	x			
Providing video grabbing services to students and other requesting individuals/groups	x				
Editing videos	x				
Providing graphics for the 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: 
EDITHA G. CAGASAN
Head, OPO

Noted by: 
BEATRIZ S. BELONIAS
VP for Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GENARO G. GODOY**

Performance Rating (Previous Rating Period): **Very Satisfactory**

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, 2020**

Target Date: **June 30, 2020**

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, 2020**

Target Date: **December 31, 2020**

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:



Dr. EDITHA G. CAGASAN
Head, Online Programs Office

Conforme:



GENARO G. GODOY
Admin. Aide VI, MMDC