



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Mizael B. Cerna

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.10	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: --

TOTAL NUMERICAL RATING: 4.40

FINAL NUMERICAL RATING 4.40

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

MIZAE B. CERNA
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Individual Performance Commitment and Review Form (IPCR)

I, **MIZAE B. CERNA**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December 2021.

MIZAE B. CERNA
Ratee

Approved:

LILIAN B. NUÑEZ
Director, ISRDS

January 15, 2021

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
A. Administrative Support	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	40	20	4	3	3	3.33	
		Designed /layouted logo for ISRDS and CME	2	2	4	4	4	4	
		Designed/ layouted ISRDS display/ exhibits	2	4	5	5	5	5	
		Bound instructional materials, research and extension reports,etc.	30	60	4	4	4	4	
		Lettering of names on certificates/documents, experimental plots label.	20	20	4	4	4	4	
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100%	5	5	5	5	
OTHERS									
Teaching Performance Evaluation	No. of evaluations conducted and results submitted to OVPI per semester/section.	Conducted teaching performance evaluation	15	0					

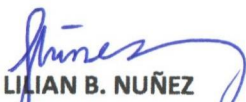
Messengerial services	No. of documents delivered and facilitated	delivered documents	100	200	4	5	4	4.33	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)	4.24	
Additional Points:		
Approved Additional points		
FINAL RATING	4.24	
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose:

Gain computer skills to assist office clerk in recording & monitoring of docs.

Reviewed and Evaluated by:


LILIAN B. NUÑEZ
 Dept./Unit Head

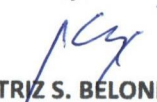
Date January 14, 2022

Recommending Approval:


MOISES NEIL V. SERIÑO
 Dean

Date 3/14/22

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

Date _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Mizael B. Cerna - Administrative Aide 3

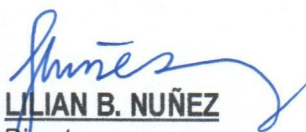
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					55				
Average Score					4.58				

Overall recommendation : Learn computer skills . Obtain CS eligibility.


LILIAN B. NUÑEZ
 Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIZAE B. CERNA
Performance Rating: _____

Aim: to get a better position as artist-illustrator

Proposed Interventions to Improve Performance:

Date: _____ Target Date: June 30, 2022

First Step: Prepare for civil service exam and take the exam.

Result: Pass the civil service exam.

Date: _____ Target Date: Sept. 30, 2022

Next Step: Learn computer skills.

Outcome: Ready for endorsement to a higher position due to additional credentials.

Final Step/Recommendation:

Apply for a higher position with endorsement from office head.

Prepared by:

Luhan B. nuñez
Unit Head

Conforme:

MIZAE B. CERNA
Name of Ratee Faculty/Staff