



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Eddie M. Israel**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

E. Israel
EDDIE M. ISRAEL
Name of Staff

Reviewed by:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
Station Manager

Noted:

Christina A. Gabrillo
CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:

Victor B. Asio
VICTOR B. ASIO
Dean

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDDIE M. ISRAEL**, support staff of **DYDC** commit to deliver and agreed to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2023**.

Prepared by:

E. Israel
EDDIE M. ISRAEL
 Administrative Aide 6

Approved:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO
 Station Manager

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Treats the customers well	0.00	0.00	5	5	4	4.67	ZERO COMPLAINT
PI 3: Additional Outputs	A 48. Other outputs								
	PI4: Number of documents prepared, encoded and printed	Prepared and Printed Communications, Letter Requests, Vouchers, Purchase Requests, Purchase Orders, ARE, Appointments, Application for Leaves, Inspection Report, Waster Material Reports, OBR, BUR, BIR Forms, Abstract of Quotations, RIS, OIC Designation, PPMP, OPCR, IPCR, HRIS Bar Code etc.	350	290.00	5	5	5	5.00	PREPARED DOCUMENTS AS STATION CLERK

	NUMBER OF DOCUMENTS SIGNED AND APPROVED	Performs both the clerical and messengerial jobs at DYDC	3	300.00	5	5	5	5.00	
	NUMBER OF DOCUMENTS RECORDED AND DELIVERED USING VSU HRIS	Documents recorded and delivered to different offices/departments using VSU HRIS tracking system	40	64.00	5	5	5	5.00	
	DYDC ORNAMENTALS, LOBBY AND CR	Waters the ornamental plants and maintains the cleanliness of CR/lobby	1.00	8.00	5	5	5	5.00	

Total Over-all rating	24.67
Average Rating (total over-all rating divide by 4)	5.00
Additional Points	
Approved Additional points with copy of approval)	
FINAL RATING	4.93
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

CONGRATULATIONS AND KEEP IT UP!

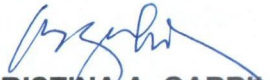
Evaluated & Rated by:


ROTACIO S. GRAVOSO

Station Manager

Date: _____

Noted:


CHRISTINA A. GABRILLO

Head, DDC

Date: _____

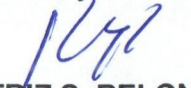
Recommending Approval:


VICTOR B. ASIO

Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

"Exhibit I"

PERFORMANCE MONITORING FORM

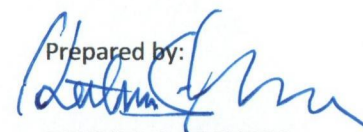
Name of Employee: **EDDIE M. ISRAEL**

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	Prepare, print and produce government forms such as payroll, vouchers, travel orders, purchase orders, PPM, IPCR, OPCR, HRIS barcode etc.	Standard and approved government forms	Jan – June 2023	January 2023	January 2023	Very Impressive	Outstanding	
2	Print reimbursements vouchers from travel and petty cash.	Reimbursed travel and replenished petty cash	Jan – June 2023	Jan – June 2023	Jan – June 2023	Impressive	Outstanding	
3	Participate in seminars for support staff	Attendance to seminars	Jan. 2023	March 2023	April 2023	Impressive	Outstanding	
4	Deliver all documents to concerned offices and make follow-ups	Documents delivered	Jan – June 2023	Jan – June 2023	Jan – June 2023	Impressive	Outstanding	
5	Clean offices, hallways, stairs and rest rooms of the station	Clean assigned areas	Jan – June 2023	Jan – June 2023	Jan – June 2023	Very Impressive	Outstanding	
6	Perform other functions assign by the head	Printing of all documents	Jan – June 2023	Jan – June 2023	Jan – June 2023	Impressive	Outstanding	

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

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

Prepared by:



ROTACIO S. GRAVOSO

Station Manager



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2023 to June 2023

Name of Staff: Eddie M. Israel 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		55/12 = 4.58				

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		20				
Average Score		4.0				

Overall recommendation : _____


ROTACIO S. GRAVOSO
 Station Manager

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDDIE M. ISRAEL

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: January to June 2023

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2023

Target Date: January to June 2023

Next Step: Attend ISO 9001:2015 Awareness Seminar and Seminar-Workshop on Records Management Compliant to ISO 9001:2015

Outcome: Gained knowledge in ISO 9001:2015

Final Step/Recommendation:

Prepared by:


ROTACIO S. GRAVOSO
Station Manager

Conforme:


EDDIE M. ISRAEL
Name of Ratee Faculty/Staff