



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MIZAE B. CERNA

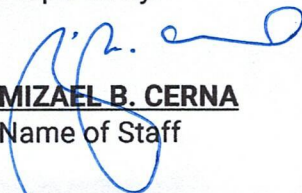
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.50 | 70% | 3.15 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.58 |

TOTAL NUMERICAL RATING: 4.58
Add: Additional Approved Points, if any: N/A
TOTAL NUMERICAL RATING: 4.58

FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: **Outstanding**

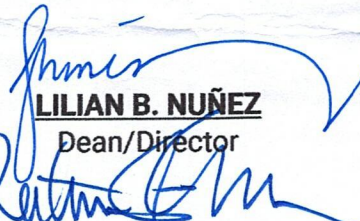

Prepared by:


MIZAE B. CERNA
Name of Staff

Reviewed by:


LILIAN B. NUÑEZ
Department/Office Head

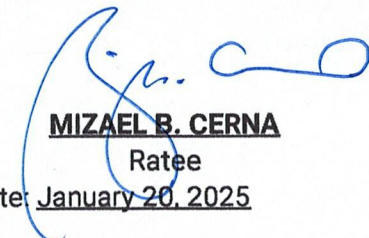
Recommending Approval:

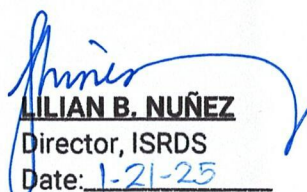

LILIAN B. NUÑEZ
Dean/Director

ROTACIO S. GRAVOSO
Vice President

Approved:

Individual Performance Commitment and Review Form (IPCR)

I, **MIZUEL B. CERNA**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January to December 2024.


MIZUEL B. CERNA
 Ratee
 Date: January 20, 2025

Approved: 
LILIAN B. NUÑEZ
 Director, ISRDS
 Date: 1-21-25

| MFOs/PAPs | Success Indicators | Tasked Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|--|--|--------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| A. Administrative Support | No. of visual materials and posters prepared | Prepare visual materials, posters, and backdrops | 20 | 35 | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | Design/layout logo for ISRDS and CME | 2 | 3 | 5 | 5 | 5 | 5 | |
| | | Design/ layout ISRDS display exhibits | 2 | 3 | 5 | 5 | 5 | 5 | |
| | | Bind instructional materials, research and extension reports, etc. | 30 | 45 | 4 | 4 | 4 | 4 | |
| | | Lettering of names on certificates/documents, experimental plots label | 20 | 35 | 5 | 5 | 5 | 5 | |
| Efficient and customer-friendly frontline service | 0% complaint from client served | Served clients | 100% no complaints | 100% no complaints | 5 | 5 | 5 | 5 | |
| | | No. of clients | 200 | 400 | 5 | 5 | 5 | 5 | |
| OTHERS | | | | | | | | | |
| Printing of T-shirts and letter cut-outs for VSU | | | 50 | 30 | 3 | 3 | 3 | 3 | |

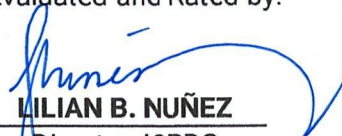
| | | | | | | | | | |
|---|--|---|------|------|---|---|---|---|--|
| Messengerial services- ISRDS, other Departments under CME, and Gender Resource Center | No. of documents delivered and facilitated | No. of delivered documents from ISRDS and other Departments under CME | 1000 | 2680 | 5 | 5 | 5 | 5 | |
| | | No. of delivered documents from GRC | 50 | 45 | 3 | 3 | 3 | 3 | |
| Cleaning | | No. of spaces cleaned daily | 4 | 4 | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | | |

| | | |
|---|-------------------|--|
| Average Rating (Total Over-all rating divided by 4) | 4.5 | |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.5 | |
| ADJECTIVAL RATING | Very Satisfactory | |

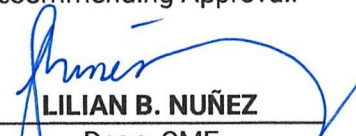
Comments & Recommendations for Development Purpose:

Yearn to make your messengerial tasks efficient.


Evaluated and Rated by:


LILIAN B. NUÑEZ
 Director, ISRDS
 Date: 1-21-25

Recommending Approval:


LILIAN B. NUÑEZ
 Dean, CME
 Date: 1-21-25

Approved by:


ROTACIO S. GRAVOSO
 VP for Academic Affairs
 Date: 1-30-25

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

| | | |
|---|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| ✓ | 3rd | |
| ✓ | 4th | |

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides


| Activity Monitoring | MECHANISM | | | | Remarks |
|---|--|--|---|--|---|
| | Meeting | | Memo | Others (please specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Performance of functions and discussion of concerns and actions to take | | Staff meetings: -September 6 -October 15 -November 6 -November 8 Faculty meetings: -July 15 -August 7 -August 8 -September 16 | Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec | Posted Whereabouts Chart at the Administrative Office -monthly | Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings. |
| Conduct of classes | Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28 | | | | Some class observation reports have yet to be submitted. |
| Updating of Virtual classrooms (VCs) | | | | Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4 | |
| Course syllabi | | | | Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27 | Reminders were sent to concerned instructor through Messenger gc; provided assistance in |

| | | | | | |
|---|--|------------------------------------|--|--|--|
| | | | | | formatting |
| Submission of grades | | | | Reminders through chat group -Dec. 16-31 | Almost 100% submitted on time |
| Compliance with university & college memorandum circulars | | Discussion during regular meetings | | | Documents for submission were monitored by dDRCs. |
| Preparation for the AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024 | Held discussions per area -July 1-7 | | | Visited each Area in google drive and discussed with Area incharge | Online AACUP evaluation proceeded smoothly as scheduled. |
| Attendance at conferences, seminars, and meetings | | | | Discussed with participants on complying with necessary documents -as need arises | |
| Daily attendance | | | | Checked logbook randomly Checked DTRs monthly upon submission | Use of biometric machine with backup logbook for attendance monitoring discussed during meetings |
| Leaves (SL, VL, CDO, etc.) | | | | Approved application for leave forms | |
| Coaching | | | | | |
| On completing masteral studies | Discussed with staff on thesis work status -August -October -December | | | | |
| Faculty Development | Discussed with faculty member on PhD studies abroad -August 2024 Discussed with faculty member on deferment of start of sabbatical leave | | | | Effectivity: January 15, 2025 Effectivity: October 1, 2024 |


| | | | | | |
|------------------------------|--|--|--|--|--|
| | -August 2024 | | | | |
| Improvement of filing system | Discussed with dDRCs as the need arose -monthly | | | | |

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

Conducted by:


LILIAN B. NUÑEZ
 Director, ISRDS

Noted by:


ROTACIO S. GRAVOSO
 VP-Academic Affairs

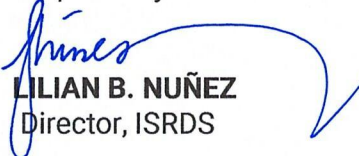
TRACKING TOOL FOR MONITORING TARGETS

JULY – DECEMBER 2024

| Major Final Output/Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | TASK STATUS |
|--|---|---------------------|-----------------|---------------------------------------|--|------|-----|-----|------------------------------|---|
| | | | | July | Aug | Sept | Oct | Nov | Dec | |
| MFO 1: ADVANCED EDUCATION & MFO 2: HIGHER EDUCATION SERVICES | Teaching | All faculty members | August-December | | Accomplished | | | | | DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298 |
| | Instructional Materials development, updating, and utilization | All faculty members | August-December | | Accomplished | | | | | |
| | Allocate time for student consultations | All faculty members | August-December | | Accomplished | | | | | As course professors/instructors, academic advisers, GACs, & other committees involving student consultations |
| | Give learning tasks, quizzes, exams, etc. | All faculty members | August-December | | Accomplished | | | | | 1 st Sem 2024-2025 |
| | Submit grade sheets | All faculty | December 16-31 | | Accomplished | | | | | Almost 100% submitted on time |
| MFO 3: RESEARCH SERVICES | Conduct research and submit research progress reports and outputs | GA Delima | July-December | Accomplished for 1 project | | | | | GAD Studies | |
| | | LB Nuñez | July-December | Accomplished for 1 project | | | | | KTP & IVC | |
| | | MATW Tabada | July-December | Accomplished for 2 projects | | | | | GAD Studies & Colonial study | |
| | | AMM Ajoc | July-December | Accomplished for 1 project | | | | | KTP | |
| MFO 4: EXTENSION SERVICES | Implement extension projects and conduct extension activities | GA Delima | July-December | Accomplished for 2 projects | | | | | BDC & RLGU | |
| | | LB Nuñez | July-December | Accomplished for 2 projects | | | | | BIDANI & COLLABDev | |
| | | MATW Tabada | July-December | Accomplished for 1 project | | | | | RLGU | |
| | | SB Gisulga | July-December | Accomplished for 2 project components | | | | | BIDANI-BIDA & BMIS | |
| | | MP Edullantes | July-December | Accomplished for 1 project component | | | | | BIDANI-PNEA | |
| | | Attend conferences, | All staff | July-December | Various conferences and seminars attended by | | | | | As resource person, |

| | | | | | | | | | | |
|---|--|-------------------------|---------------|--|---------------------------------------|------|--|------|--|---|
| | seminars, training | | | faculty and staff | | | | | | facilitator, and participant |
| MFO 5: SUPPORT TO OPERATIONS | Comply with all requirements as prescribed in the accreditation tools and participate in the AACUP online accreditation. | All staff | July 1-12 | Accomplished | | | | | | Level 2 AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024 |
| | Provide ISO forms to faculty and staff | RA Dayondon; EA Gonzaga | July-December | Accomplished | | | | | | Continuous process |
| MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) | Sign appointments, requests, certificates, etc. | LB Nuñez | July-December | | 100% IFWs; Actual Teaching Load, etc. | | 100% Requests and other documents approved | | | As Institute Director |
| | Attend meetings | All staff | July-December | Accomplished | | | | | | Department, college, and university meetings |
| | Prepare minutes of meetings of monthly meetings | RF Dayondon | July-December | | | 100% | 100% | 100% | | Regular staff meetings |
| | Review communications, letters, and requests | LB Nuñez | July-December | Accomplished | | | | | | As Institute Director |
| | Serve as Program Coordinator | GA Delima | July-December | | Accomplished | | | | | For MS DevSoc and M/MSLAM programs |
| | Prepare and facilitate the signing of documents; filing of documents | RA Dayondon; EA Gonzaga | July-December | Accomplished | | | | | | Continuous process |
| | Deliver documents | MB Cerna | July-December | Accomplished for ISRDS, GRC, DBM, CME, DEcon | | | | | | Continuous process |

Prepared by:


LILIAN B. NUÑEZ
 Director, ISRDS

PERFORMANCE MONITORING FORM
JANUARY – DECEMBER 2024

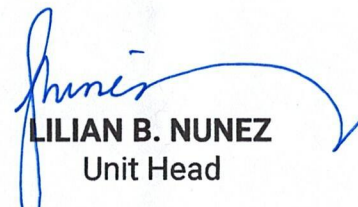
Name of Employee: **MIZAE B. CERNA**

| 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 | Perform messengerial tasks for ISRDS and other departments (DBM, CME, DEcon, GRC) | Documents delivered | Daily | Daily | Daily | Needs Improvement | Satisfactory | Need up-to-date delivery, follow-up, and pick-up of documents. |
| 2 | Maintain cleanliness of assigned areas at ISRDS | Clean areas | Daily | Daily | Daily | Very impressive | Outstanding | Is diligent in performing task |

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

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

Prepared by:


LILIAN B. NUNEZ
Unit Head

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To gain basic computer skills

Proposed Interventions to Improve Performance:

Date: January 2, 2025

Target Date: January 3, 2025

First Step:

Practice using the computer for recording documents for delivery to other offices

Result:

Skills gained in using Excel and Word programs for recording documents

Date: January 6, 2025

Target Date: January 6, 2025

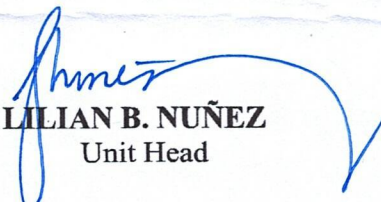
Next Step: Encode documents in the computer. Print and furnish a copy to the recipients of the documents for signing and tracking.

Outcome: Less time consumed in preparing the record of all documents delivered to different offices

Final Step/Recommendation:

Determination to possess computer skills that will result in increased efficiency in performing messengerial tasks

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


MIZAEL B. CERNA
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - December 2024

Name of Staff: MIZAEL B. CERNA Position: Administrative Aide III

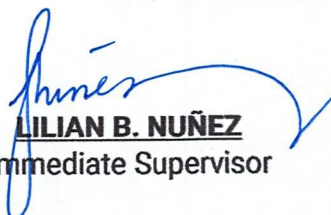
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 57 | | | | |
| 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 | | 4.75 | | | | |
| Overall recommendation: | | | | | | |
| <p><i>Upm to make your messengerial work efficient by recording on the computer instead of using the logbook.</i></p> | | | | | | |


LILIAN B. NUÑEZ
 Immediate Supervisor