



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ernesto A. Gonzaga, Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.11	70%	2.87
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.67	30%	1.10
TOTAL NUMERICAL RATING			3.97


TOTAL NUMERICAL RATING: 3.97
Add: Additional Approved Points, if any: .1
TOTAL NUMERICAL RATING: 4.07

FINAL NUMERICAL RATING 4.07

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

Reviewed by:


ERNESTO A. GONZAGA, Jr.
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


MOISES NEIL V. SERINO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ERNESTO A. GONZAGA, Jr., Administrative Aide IV, of the BIDANI-HSRDS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period Jan.- June , 2020.

ERNESTO A. GONZAGA, JR.

Adm. Aide IV

Date: Sept. 7, 2020

MARIA AURORA TERESITA W. TABADA

Head of Unit

Date: Sept. 25, 2020

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Rating				Remark	
						Actual Accomplishment	Quality	Efficiency	Timeliness		Average
UMFO 6. General Administration and Support Services (GASS)											
OVPRE MFO 1. Administrative and Facilitative Services											
	PI 1: Number of government forms/documents typed, prepared and facilitated for approval.			Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	200	250	4	4	4	0.00 4.0	
	PI 2: Number of letters and official communications prepared, recorded and sent to different departments/centers and clienteles.			Preparation of letters & correspondence, recording of incoming and outgoing communications.	45	60	4	4	3	0.00 3.67	
	PI 3: Number of MOUs, contracts, resolutions and official documents filled between BIDANI, SUCs and LGUs.			Files official forms and documents.	2	1	4	3	4	0.00 3.67	
	PI 4: Number of trainings facilitated.			Facilitated trainings conducted at SUCs & LGUs	3	3	4	4	4	0.00 4.0	
	PI 5: Number of handouts, forms, brochures, manuals and other documents reproduced and collated.			Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	2000	2500	4	4	4	0.00 4.0	

3.868

OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	100%	5	4	4	0.00
	Best practices/new initiatives								4.33
Total Over-all Rating									
						0.00	0.00	0.00	0.00

Average Rating (Total Over-all rating divided by 4)		4.11
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.11
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Needs to go beyond BROAD and realize that the unit being filmed is the KPDOS. Otherwise, a conspicuous worker.

Evaluated & Rated by:

Recommending Approval:

Approved by:

Maria Aurora Teresita W. Tabada
MARIA AURORA TERESITA W. TABADA
 Dept./Unit Head

Date: *Sept. 25, 2020*

Moises Neil V. Serino
MOISES NEIL V. SERINO
 Dean

Date: *Sept. 25, 2020*

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

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: Ernesto A. Gonzaga, Jr. Position: Administrative Aide 4

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					44
Average Score					3.67

Overall recommendation :

VS



MARIA AURORA T.W., TABADA

Printed Name and Signature

Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 310

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERNESTO A. GONZAGA, JR.

Performance Rating: VS

Aim: To improve ddr capacity to comply w/ 180 requirement

Proposed Interventions to Improve Performance:

Date: Jan 1, 2020 Target Date: June 30, 2020

First Step:

Request for mentoring sessions with QAC

Result:

Mentoring sessions conducted

Date: September 1, 2020 Target Date: December 30, 2020

Next Step:

Proper updating of personnel data and record filing using updated 180 forms in preparation

Outcome: Updated & completed 180 - for 180 audit
Compliant documentation properly filed

Final Step/Recommendation:

Start uploading 180-compliant documents into 180BS database

Prepared by:

Maria Aurora T.W. Tabada
MARIA AURORA T.W. TABADA
Unit Head

Conforme:

Ernesto A. Gonzaga, Jr.
Name of Ratee Faculty/Staff