



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

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
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: 4.82


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.82

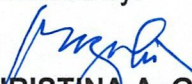
FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**EDDIE M. ISRAEL**  
Name of Staff


Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean

Approved:

  
**ROTACIO S. GRAVOSO**  
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 Accomplishment in accordance with the indicated measures for the period **JANUARY 1, 2024 TO JUNE 30, 2024**.

Prepared by:

*E. Israel*  
**EDDIE M. ISRAEL**  
Administrative Aide 6  
*July 12, 2024*

Approved:

*Christina A. Gabrillo*  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM  
*July 12, 2024*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish ments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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, Liquidation Report, RIS, OIC Designation, PPMP, OPCR, IPCR, HRIS Bar Code etc.	350	603.00	5	5	5	5.00	PREPARED DOCUMENTS AS STATION CLERK




	NUMBER OF DOCUMENT SIGNED AND APPROVED	Performs both the clerical and messengerial jobs at DYDC	35	583.00	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	5.00	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!

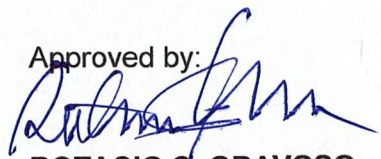
Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**  
 Station Manager, DYDC-FM  
 Date: July 12, 2024

Recommending Approval:

  
**SUZETTE B. LINA**  
 Dean  
 Date: July 15, 2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: July 30, 2024



"Exhibit I"

PERFORMANCE MONITORING FORM

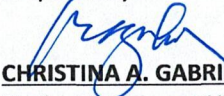
Name of Employee: **EDDIE M. ISRAEL**

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. 2024	Jan – June. 2024	Jan – June. 2024	Very Impressive	Outstanding	
2	Print reimbursements vouchers from travel and petty cash.	Reimbursed travel and replenished petty cash	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
3	Participate in seminars for support staff	Attendance to seminars	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
4	Deliver all documents to concerned offices and make follow-ups	Documents delivered	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	
5	Clean offices, hallways, stairs and rest rooms of the station	Clean assigned areas	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Very Impressive	Outstanding	
6	Perform other functions assign by the head	Printing of all documents	Jan – June. 2024	Jan – June. 2024	Jan – June. 2024	Impressive	Outstanding	

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

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

Prepared by:

  
**CHRISTINA A. GABRILLO**  
 Station Manager, DYDC-FM



## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: DYDC-FM


Head of Office: Ms. Mikaela M. Gongora

Number of Personnel: 4 REGULAR STAFF, 1 CASUAL, 1 JO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Done weekly		Production, technical & support staff			So far, they followed instructions and corrections to improve on their job performance and outputs.
Coaching					

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

Conducted by:

  
**CHRISTINA A. GABRILLO**  
 Immediate Supervisor

Noted by:

  
**ULDERICO B. ALVIOLA**  
 Next Higher Supervisor

**"Exhibit H"**

**TRACKING TOOL FOR MONITORING TARGETS**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				JAN TO FEB	MAR TO APRIL	MAY TO JUNE	
<b>MFO 5. Support to Operations</b>	Participate in all activities conducted by the station and the university	Ms. Mikaela M. Gongora Ms. Kathleen Mae B. Valencia Mr. Arnel P. Gucela Mr. Louis P. Prado Mr. Eddie M. Israel	Jan-June 2024	70%	80%	80%	Participated actively in all activities

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM



## 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 2024

Target Date: January to June 2024

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: March 2024


Target Date: January to June 2024

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:

  
**CHRISTINA A. GABRILLO**  
Station Manager, DYDC-FM

Conforme:

  
**EDDIE M. ISRAEL**  
Name of Ratee Faculty/Staff





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2024 to June 2024

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						
Average Score						

Overall recommendation : \_\_\_\_\_

  
**CHRISTINA A. GABRILLO**  
 Station

