


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: CELSO P. GODOY


Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.4510
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.00	30%	1.5000
TOTAL NUMERICAL RATING			4.9510


TOTAL NUMERICAL RATING: 4.9510
Add: Additional Points, if any:
TOTAL NUMERICAL RATING 4.9510

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CELSO P. GODOY
Name of Staff

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CELSO P. GODOY

Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
2. Numerical Rating per IPOR	4.99	70%	3.4930
3. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.00	30%	1.5000
TOTAL NUMERICAL RATING			4.9930

TOTAL NUMERICAL RATING:
Add: Additional Points, if any:
TOTAL NUMERICAL RATING

4.9930
4.9930
OUTSTANDING

ADJECTIVAL RATING:

Prepared by: _____ Reviewed by: _____

GUARILDO C. FERNANDEZ, JR.
Department/Office Head

CELSO P. GODOY
Name of Staff

Recommending Approval:

CANDILARIO L. CARBO
Dean, CAS

Approved by:

BEATRIZ S. BELTRIN
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Cleso P. Godoy** of the **Department of Liberal Arts and Behavioral Sciences** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JANUARY-JUNE 2018**.


CELSO P. GODOY
 Ratee

Approved:


GUIRALDO C. FERNANDEZ, JR.
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Messengerial Services	Number of documents delivered and followed-up	Delivers and follows-up documents on time	95% of documents	100%	5	4.7	5	4.90	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO Payrolls, Completion Forms, Leave of Absence, Class Rosters, Grade Sheets, Faculty Clearance
Janitorial Services	Number of classrooms, faculty rooms, comfort room, surroundings maintained and cleaned; doors & windows opened & closed and department's equipment cleaned	Cleans and maintains assigned areas	95% of assigned areas	100%	4.5	5	5	4.83	
Mimeographing Services	Number of test papers and instructional materials reproduced	Operates the copy printer machine	95% of test papers and IMS	100%	5	5	5	5.00	
Other Services	Number of department and faculty activities facilitated	Repairs damaged chairs, tables, fixes minor electrical wirings, facilitates faculty in mounting the DLP.	95% of requests	100%	5	5	5	5.00	
Total Over-all Rating								19.73	

Average Rating		4.933
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.933
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose:

Mr. Godoy is an excellent staff. Though he may not put on his best, he still tries to maintain or improve his output.


Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head
 Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 College Dean
 Date: _____

Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction
 Date: _____

Date: _____

Department Head

GUSTAVO C. FERNANDEZ, JR.

CAMPESIANO L. CALIBO

College Dean

Recommending Approval

Evaluated & Rated by:

BEATRIZ S. DELONIAS

Vice-President for Instruction

Date: _____

ADJECTIVAL RATING	OUTSTANDING
FINAL RATING	4.53
Review (with copy of approved)	
Approved Additional	
Additional Review	
Average Rating	4.53

MFO & PARS	Success Indicators	Tasks Assigned	Target	Accomplishment	Rating				Remarks
					A	B	C	D	
Administrative and Support Services (ASAS)	Number of documents delivered and followed-up	Delivers and follows-up documents on time	95% of documents	100%	5	4	3	2	Verifiers, Faculty Workload, Actual Teaching Load, Assignments, Librarian Reports, Purchased material, Annual Procurement Plan, Staff Development Plan, Financial Review, COPEL, Appointment for Job, Payroll, Completion Forms, Leave of Absence, Class Register, House Checks, Faculty Orientation
Technical Services	Number of classrooms (study rooms, computer room, audio-visuals maintained and cleaned) doors & windows opened & closed and door lock equipment cleaned	Opens and maintains assigned areas	95% of assigned areas	100%	5	4	3	2	
Ministerial Services	Number of test papers and instructional materials reproduced	Operates the copy printer and LMS	95% of test papers and LMS	100%	5	5	5	5	
Other Services	Number of department and faculty activities facilitated	Repairs computer, electrical wiring, facilitates	95% of requests	100%	5	5	5	5	
Total Overall Rating									4.53

Comments & Recommendations for Development Purpose:
The college is doing well in terms of quality of service and support. The college is doing well in terms of quality of service and support.

I, GUSTAVO C. FERNANDEZ, JR., Head of the Department of Liberal Arts and Behavioral Sciences, certify that the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2015.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Printed Name"

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: CELSO P. GODOY

Position: Admin. Aide I

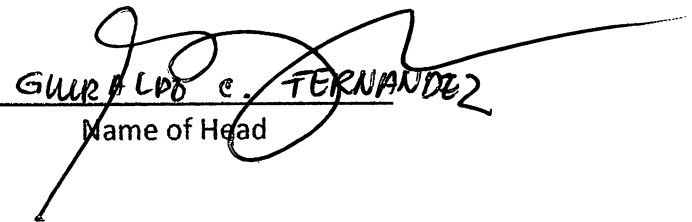
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
Average Score					

Overall recommendation : _____


Name of Head

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **CELSO P. GODOY**

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.	Performs messengerial services	Documents delivered, processed and followed-up on time	January 2018	Within the semester	Everyday	Impressive	Outstanding	
2.	Cleans and maintains the faculty rooms, comfort rooms, department offices, and equipment	Classrooms cleaned ready for use by the faculty & students; serviceable equipment; cleaned faculty offices and comfort rooms	January 2018	Within the semester	Everyday	Impressive	Very Satisfactory	
3.	Reproduces test papers and other official documents	Test Papers and other instructional materials	January 2018	July 2018	Within the rating period	Impressive	Outstanding	
4.	Facilitates the repair of damaged chairs, tables, fixes minor electrical problems	Repaired and fabricated chairs and tables for office and classroom use	January 2018	As the need arises	Within the semester	Impressive	Outstanding	
5.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	June 2018	April 2018	Impressive	Outstanding	
6.	Performs other functions assigned by the head of the department and the CAC Head	Minor repairs/carpentry services/electrical services	January 2018	June 2018	May 2018	Impressive	Outstanding	Seek the assistance of GSD Personnel for major repairs/check-up

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

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

Prepared by:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Deputy Head
 GOVERNMENT SECONDARY SCHOOL

Prepared by

* Outstanding: very satisfactory, satisfactory, marginally poor
 * Either very impressive, impressive, needs improvement, poor, very poor

1	deputy head and the OAC Head assigned by the head of the	services	2018	June 2018	MSA 2018	impressive	Outstanding	deputy head for use of OAC personnel
2	before other functions completed by the deputy head	Minor administrative services/electrical	2018	June 2018	MSA 2018	impressive	Outstanding	
3	electrical appliances	Attendance certificates if applicable	2018	June 2018	MSA 2018	impressive	Outstanding	
4	office (spare) fixed minor electrical appliances	Office and classroom use	2018	June 2018	MSA 2018	impressive	Outstanding	
5	Leakages the repair of damaged other official documents	Leakages and repaired chairs and tables for	2018	June 2018	MSA 2018	impressive	Outstanding	
6	Leakages test papers and equipment	Test papers and other instructional materials	2018	June 2018	MSA 2018	impressive	Outstanding	
7	deputy head office and rooms' comfort room	Faculty office and comfort room	2018	June 2018	MSA 2018	impressive	Outstanding	
8	Clean and maintain the faculty	Classroom cleaned ready for use by the faculty	2018	June 2018	MSA 2018	impressive	Outstanding	
9	Behaviour management services	Behaviour management services	2018	June 2018	MSA 2018	impressive	Outstanding	
10	Behaviour management services	Behaviour management services	2018	June 2018	MSA 2018	impressive	Outstanding	

Name of Employee: DR. S. S. S. S.

PERFORMANCE MONITORING FORM

Signature

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CELSO P. GODOY**

Performance Rating: Outstanding

Aim: *To maintain the cleanliness of the department surroundings and process documents on time.*

Proposed Interventions to Improve Performance

Date: January 2, 2018

Target Date: within the rating period

First Step:

1. Provide trash bins in every classroom
2. Make a schedule for processing documents

Result:

1. Cleaned surroundings and classrooms
2. Efficient processing of documents

Date: December 311, 2018

Target Date: within the rating period

Next Step

1. Prioritize the cleaning of comfort rooms before the start of everyday classes.
2. Clean the classrooms after the classes.

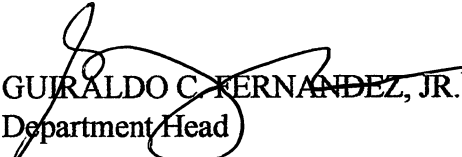
Outcome:

N/A


Final Step/Recommendation:

N/A

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


CELSO P. GODOY
Name of Ratee/Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CELSO P. GODOY
Performance Rating: Outstanding

Aim: To maintain the cleanliness of the department surroundings and process documents on time

Proposed Interventions to Improve Performance

Date: January 2, 2018
Target Date: within the rating period

First Step:

1. Provide trash bins in every classroom
2. Make a schedule for processing documents

Result:

1. Cleaned surroundings and classrooms
2. Efficient processing of documents

Date: December 31, 2018
Target Date: within the rating period

Next Step:

1. Prioritize the cleaning of common rooms before the start of everyday classes
2. Clean the classrooms after the classes

Outcome:

N/A

Final Step/Recommendation:

N/A

Prepared by:

GUARALDO C. FERNANDEZ JR.
Department Head

Confirmed:

CELSO P. GODOY
Name of Ratee/Faculty Staff