



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CELSO P. GODOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.38	70%	3.07
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.09	30%	1.23
TOTAL NUMERICAL RATING			4.3

TOTAL NUMERICAL RATING: 4.30

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.30

FINAL NUMERICAL RATING 4.30

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

CELSO P. GODOY gha/w
Name of Staff

Reviewed by:

DENNIS P. PEQUE gha/w
Head, DFS

Recommending Approval:


DENNIS P. PEQUE gha/w
Dean, CFES

Approved:


BEATRIZ S. BELONIAS gha/w
Vice President of Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CELSO P. GODOY** of the **Department of Forest Science** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2020**.


CELSO P. GODOY *9/2/20*
 Ratee

Approved:


DENNIS P. PEQUE *9/2/20*
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	100% no complaint	100% no complaint	100% no complaint	5	5	5	5	
	Releases Examination Permit, Registration Permit, Assessment and Student's Copy of Grades	Released student's documents	80	70/80 (87.5%)	4	4	4	4	Registration Permits, Temporary Assessments
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	150	140/150 (93.33%)	4	4	4	4	IPCR Targets, Payrolls, Communications, Student Grades, etc
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintained its surroundings regularly	Cleaned offices, classrooms, CRs cleaned and mowed grounds and maintained its surroundings regularly	1 office	1/1 (100%)	4	4	4	4	CFES Office, Rooms A5, B11, C21, C12, Function Room, AVR, Faculty CR's, Deans CR's, Student's CRs
			6 classrooms	6/6 (100%)	5	5	5	5	
			4 CR's	4/4 (100%)	4	4	4	4	
	Opening and closing of offices and classrooms	Daily Accomplished	1 Deans office	1/1 (100%)	4	4	4	4	CFES Office, Rooms A5, B11, C21, C12, Function Room, AVR, Faculty CR's, Faculty Offices
			6 classrooms	6/6 (100%)	4	4	4	4	
			1 admin. Office	1/1 (100%)	5	5	5	5	
	Photocopying incoming communications and other documents.	Photocopied documents	100	100/100 (100%)	4	4	4	4	IPCRs Targets, OPCR Targets, Communications

Additional Outputs	Support Services	No. of supplies/materials withdrawn from SPPMO warehouse for urgent use (per item)	40	45/40 (112.50%)	5	5	5	5	Bondapers, Air Fresheners
		No. of supplies/materials borrowed from other departments	15	15/15 (100%)	5	5	5	5	Construction Materials, PVC Cover
		No. of hours assisted in the supervision of construction workers	60	60/60 (100%)	4	4	4	4	Contruction of sink in the department
Total Over-all Rating								4.33	


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

Comments & Recommendations for Development Purpose: Needs improvement in terms of cleaning his assignmt areas.


Evaluated by:


DENNIS P. PEQUE
Unit Head
Date: 9/29/20

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES
Date: 9/29/20

Approved by:


BEATRIZ S. BELONIAS
Vice President
Date: 9/30/20

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

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	Delivers of office communications, memo, & etc.	Very Impressive	January 1, 2020	June 30, 2019	June 30, 2019	Impressive	Very Satisfactory	May ensure that all communications, memos, & etc. are facilitated well.
2	Follow up vouchers, purchase requests, travel orders and other request of the office.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE 9/24/20
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: CELSO P. GODOY

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 NA
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	
Score	Total					45
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	N/A
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	N/A
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	N/A
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1	N/A
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	N/A
Total Score						
Average Score					4.09	

Overall recommendation : _____


DENNIS P. PEQUE
 Head, DFS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Celso P. Godoy
Performance Rating : 4.30 (Very Satisfactory) January - June 2020

Aim: To improve percentage of requested documents on time and securing CFES building after use

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020

Target Date: March 2020

First Step:

Monitor Mr. Godoy's performance regarding faculty request of documents and in securing the CFES building

Result:

Some requested documents were facilitated and prepared on time and building security has improved.

Date: April 2020

Target Date: June 2020

Next Step:

One-on-one meeting with Mr. Godoy

Outcome:

His performance specific to document facilitation and preparation and in securing CFES building has improved.

Final Step/Recommendation:

Required Mr. Godoy to report on weekdays & facilitate preparation of documents as required by the faculty and always check CFES buildings (door locks, electric fans, etc.) for security reasons before leaving the office

Prepared by:

DENNIS P. PEQUE
Unit Head

Conforme:

CELSON P. GODOY
Ratee