


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	4.96	70%	3.4713
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.00	30%	1.5000
TOTAL NUMERICAL RATING			4.9713


TOTAL NUMERICAL RATING: 4.9713
Add: Additional Points, if any:
TOTAL NUMERICAL RATING 4.9713

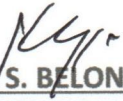
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CELSO P. GODOY
Name of Staff

Reviewed by:

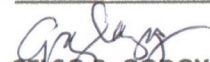
GUIRALDO C. FERNANDEZ, JR.
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

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 2019.


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	4.8	5	4.93	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
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building and comfort rooms	95% of assigned areas	100%	4.5	5	5	4.83	
	Number of trashcans/trashboxes maintained	Implements solid waste management and proper segregation of waste	95% of assigned areas	100%	5	5	5	5.00	
	Number of offices & classrooms windows and doors opened and closed	Opens and closes doors and windows of offices and classrooms before and after office hours & classes.	95% of assigned areas	100%	5	5	5	5.00	
Ground/Building Improvement and Landscaping		Cleans plant boxes, walls and ceilings of offices and classrooms	95% of assigned areas	100%	5	4.8	5	4.93	
		Drains the gutters and cleans the canals	95% of assigned areas	100%	4.8	5	5	4.93	
		Grasscuts/mows the surroundings of the dept.	95% of assigned areas	100%	5	5	5	5.00	
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 activities facilitated and facilities fixed and repaired	Repairs damaged chairs, tables, fixes minor electrical wirings, facilitates faculty in film showing	95% of requests	100%	5	5	5	5.00	
Total Over-all Rating								44.63	

Average Rating		4.959
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.959
ADJECTIVAL RATING		OUTSTANDING

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Comments & Recommendations for Development Purpose:

Mr. Godoty serves the department well doing what is expected of him as a utilityworker/administrative staff of the department. Yes, he should always keep in his mind that there is always room for improvement. He as to attend trainings and seminars relative to his work for learning and development.

Approved:

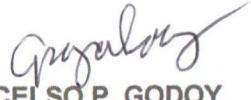
BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

"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 2019	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 2019	Within the semester	Everyday	Impressive	Very Satisfactory	
3.	Reproduces test papers and other official documents	Test Papers and other instructional materials	January 2019	As the need arises	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 2019	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 2019	September 2019	September 2019	Impressive	Outstanding	
6.	Performs other functions assigned by the head of the department and the CAC Head	Minor repairs/carpentry services/electrical services	January 2019	Within the semester	December 2019	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]

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2019Name of Staff: CELSO P. GODOYPosition: Admin. Aide I

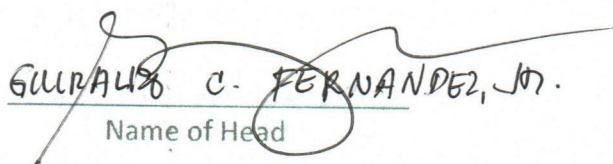
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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)					
<div style="text-align: right;"> <div style="font-size: 2em; font-family: cursive;">N/A</div> <div>Scale</div> </div>					
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 : _____



GUIRAO C. FERNANDEZ, JR.
Name of Head

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, 2019

Target Date: January-December 2019

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

:

Target Date:

Next Step

NONE

Outcome:

N/A

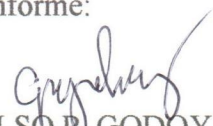
Final Step/Recommendation:

N/A

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


CELSO P. GODOY
Employee