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)
Numerical Rating per IPCR Supervior/Head's assessment of his	4.96	70%	3.4713
contribution towards attainment of office accomplishment	5.00	1.5000	
TOTAL NUMERICA	RATING		4.9713

TOTAL NUMERICAL RATING:

4.9713

Add: Additional Points, if any: TOTAL NUMERICAL RATING

4.9713

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

CELSO P. GODOY

Name of Staff

GUIRALDO C. PERNANDEZ, AR

Department/Office He

Recommending Approval:

CANDELARIOL CALIBO

Dean, CAS

Approved by:

BEATRIZ'S. BELONIAS

Vice President for Instruction

COMPUTATION OF FIVAL INDIVIDUAL RATING FOR ADMINISTRATE STAFF

Name of Administrative Staff:

CHEOR GODOY

a . ally a supplication	Equivalent Numerical Lating (2:(3)	Percentage Weight (3)	Monerical Rating (2)	Particulars
417-17-17-17-17-17-17-17-17-17-17-17-17-1	9.4713	140%	4.96	1. Numerical Rating per IPCR
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.500 0	20%	3.00	ZiSupervior/Head's assessment of his confeibution towards attainment of office accomplishment
			DHTAR	YOTAL NUMERICAL

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

ACJECTIVAL RATING:

Prepared by:

Driumateauo

Reviewed by:

4.9713

4.9713

CELSO R. SCOON

Name of Staff

Deblack Deblace Head

Recommending Approval

CANDELARIO L. CALISD Dean, CAS

Approved by:

PEATRIZE BELOWERS

President for Estruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Cleso P. Godov</u> of the <u>Department of Liberal Arts and Behavioral Sciences</u> commits to deliver and agree to be rated on tha attainment of the following targets in accordance with the indicated

measures for the period <u>JULY-DECEMBER 2018.</u>

CELSO PUGODON

Approved:

GUIRANDO C. FERNANDEZ, JR.

Head of Unit Ratee Rating Remarks Agtual Success Indicators **Tasks Assigned** MFO & PAPs Target Q¹ E² T³ Accomplishment A⁴ General Administration and Support Services (GASS) 95% of documents Vouchers, Faculty Workload, Actual Teaching Load Messengerial Number of documents delivered and followed- Delivers and follows-up Assigments, Liquidation Reports, Purchased Request, documents on time Services Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO 5 4.8 5 100% Payrolls.Completion Forms, Leave of Absence, Class Rosters, Grade Sheets, Faculty Clearance Maintains the cleanliness and 95% of assigned Maintenance of Number of classrooms, offices, building and comfort rooms cleaned. orderliness of offices. areas Cleanliness and 100% 4.8 5 5 4.93 classrooms, building and Sanitation comfort rooms 95% of assigned Number of trashcans/trashboxes maintained Implements solid waste management and proper areas 100% 5 5 5 5.00 segregation of waste 95% of assigned Number of offices & classrooms windows and Opens and closes doors and windows of offices and areas doors opened and closed 100% 5 5 5 5.00 classrooms before and after office hours & classes. Cleans plant boxes, walls and 95% of assigned Ground/Building ceilings of offices and Improvement and areas 5 4.8 5 4.93 100% classrooms Landscaping Drains the gutters and cleans 95% of assigned 5 5 5 4.83 100% the canals areas 95% of assigned Grasscuts/mows the 5 100% 5 5 5.00 surroudings of the dept. areas Number of test papers and instructional Operates the copy printer 95% of test papers Mimeographing 5 100% 5 5 5.00 machine and IMS Services materials reproduced

NONDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Laga P. Sadayof the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on that the informent of the following targets in accordance with the indicated measures for the period JULY-DESEMBLE 2018.

Approved:

6916A

Kemarks] gniseR				HARDA	The same way	haming mines	or de clinat manage	Fig. de Fig. de . T. P. C.
	A n	£-;-	æ	l'o	Accopartitionent	Target	Tasks Assigned	Success Indicators	egas a dam
The second and second and second and second as a secon	in the second section of the terminal	i			The special section of the second section of the section of the second section of the second section of the second section of the section of the second section of the secti	The speciment of the second of	egimente, a contra estre para estre con esta en en estre estre con estre en esta en esta en esta en en en esta Esta esta esta en esta	and the second second control of the second	(presser)
		}	•	į.		1	1		Los moissistemba
;; ;				1					Support Services
		1							(GASS)
(Voucrete, Fendity Workbadt Actual Teaching Lead	-415984- 14 CO	· -	L	<u> </u>	tara a makana sa ya masa sa sa mahani mahani mahani sa	atnamuoob to 2000	Deliver and other in	Number of documents delivered and replayed-	Messengerini
Assigments, Elquidation Reports - Purchased Raquest,		·	ļ				decoments on time		Services
Annual Procurament Piter, Staff Development Plan.			į	-				`````````````````````````````````````	for we take it is a stream
Fayrolls Conglorion Fature Leave of Absonce, Class	EE A	10	(8.₺	C			1		
Rosteils, Grade Sheets, Papply Obstance		į	•	Ì		!		·	
•									
			1			୩୭% of assigned	ivisinishe the cleanliness and	Mumber of classrooms, offices, building and	Maintenance of
	6.9 ∆	8	d d	4.8	WC0F	29318			Cleanliness and
į	Course		. ~		0,000		classrooms, building and		not think
	allan sada, a salan (sada - regionar e - com-	ļ			d 		erron acimao	the cast to address the executive semantics and considerable and the semantic case considerable and cast in the semantic cast in the se	
		1	1			95% of assigned	1 7	•	
	5.00	8	1	3	100%	areas		•	
and the state of t	acce menumental		1	; ;		The second section of the second seco	segregation of waste		
i de la companya de		}	•	Ì	(95% of assigned		Number of offices & classrooms windows and	
	5.00	3	8	1 8	100%	วศาสร	1	· · · · · · · · · · · · · · · · · · ·	
1 1	3			•	, , , , , , , , , , , , , , , , , , , ,		dassrooms before and after	1	
- Commission section becomes submission controllers only partitions, and the militaries interested the controllers.	and the first section of the			ļ		and the section of th	office hours & classes.	na provinciale dell'anno a rimano e a tricci co dagne de agreci (a ta ca Anna Arthresia e spina ado com a como e a como estaballa anche e que	entillaritamentula (** et ete espera del agre que encarre d'adaparen
		İ			1	3	Cleans plant boxes, wells and		Ground/Building
	4,93	ā	8.5	Ĉ	100%	28978			improventent and
		_	} !	}			classrooms		Landroaping
	£8.N	le	10	8	-/ - «°00†	95% of assigned	Drains the gutters and cleans		·
	€J.P		j lu J		31 001	RIEBS	the canais		
	5.00	a	3	1.3	%°C01	95% of assigned	Grasscuts/mows the		
	OU.C		l in		0.001	areas	And a second section of the second se		
				1		staced test to 1988	Operates the copy printer	Number of iest papers and instructional	Winsographing
	5.00	C	ä	Ü	100%	and IMS	machine	materials reproduced	Services
	منقد بريند سود	1	L	<u> </u>	Company of the compan	denti managaran a separatan dan mengerak sebagai dan	y Takan maka makamanan menganan menganan menganan menganan menganan menganan menganan menganan menganan menganan Takan menganan mengan	ر در ما در	Pro tentro Carros Marie Labora de Carros de Ca

•) 									
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						<u></u>	<u></u>	44.63	L
Average Rating		4.95	9						
Additional Points:									elopment Purpose:
Approved Additional			1	Kepp al	7		CF	DOC	WATE KULD
points (with copy of approval)				Cela	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	, C		-1	work kny
FINAL RATING		4.95	9	-(10.		ププ	6	— .	
ADJECTIVAL RATING		OUTSTANDING	J						
Evaluated & Rated by GUIRALDO C. FERI Department Head		Recommending Approval- CANDELARIO L. CALIBO College Dean Date:					BE	e-Preside	S./BELONIAS ent for Instruction
Date:		Date.					vai	ie:	

.

CANON DOLL CAR MILE	iliosi	Total Over-all Rating	Average Ration	Auditional Points.	Rescincted travernga	CHARLE ALMO	PUNTAR AN'N DRUGA	tyd batsa A bateulay:		Department Head	
pedental edisquelling tolatikal calizabs memberahik nadmak	beliage: bris badi eeuilioei	With the contract of the contract problem with the contract of the second section of the contract of the contr	Company of the second state of	and the control of th		edit en een en	ARTEN TERRETARIA ANTARA ANTARA EN ARTEN ANTARA EN LA SER LA CALLACTURA LA CALLACTURA ANTARA	4	The state of the s		
people state of the state of th	inenn aan sakustaristo aaninen apninin lootiasta anivana mili in Vilaasi	To be a first and the second section of the second second section of the second	4.65.3			VOCA	OLETANDING	Secondad Enlanging as () c.	Called I Cigalitated	Collegie Disan	325
Smarper in 2046		de mand serve e de code mane, de separate de la code de									
	100% 8 2 2 900			Comments & Recommendations for Development Purposet			er inn menden den menden i der inn den som den	Bayong A	物質が開発し、個人の問門の発展があ	notburgal vot arablakyn-eptv	

Ž,

Instrument for Performance Effectiveness of Administrative Staff Rating Period: ___ Jルソー りゃく・2018

Name of Staff: CELSO P. GODOY Position: ADMN. ADE |

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					
Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	2	4	3	2	1		
2. Makes self-available to clients even beyond official time.	(5)	4	3	2	1		
 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. 	3	4	3	2	1		
 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 	19	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.	0	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		
Keeps accurate records of her work which is easily retrievable when needed.		4	3	2	1		
Suggests new ways to further improve her work and the services of the office to its clients.	5	4	3	2	1		

 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. 	150	4	3	2	1
 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. 	3	4	3	2	1
 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment. 	3	4	3	2	1
. Willing to be trained and developed.	5	4	3	2	1
Total Score		I	1	J	L
eadership & Management (For supervisors only to be rated by higher upervisor)	Scale				
Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	75)	4	3	2	1
the office/department aligned to that of the overall plans of the		4	3	2	1
operational processes and functions of the department/office for further	3	4	3	2	1
Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(Z)	4	3	2	1
for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the	(3)	4	3	2	1
Total Score			i	J.	
Average Score				· · ·	
	the assignment is not related to his position but critical towards the attainment of the functions of the university. D. 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. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment. Willing to be trained and developed. Total Score radership & Management (For supervisors only to be rated by higher supervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors. 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. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score	Accepts adarship & Management (For supervisors only to be rated by higher supervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors. 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. Innovates for the purpose of improving efficiency and effectiveness of the output required of his/her unit. 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. Total Score	the assignment is not related to his position but critical towards the attainment of the functions of the university. D. 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. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment. Willing to be trained and developed. Total Score stadership & Management (For supervisors only to be rated by higher supervisor) Demonstrates mastery and expertise in all areas of work to gain trust respect and confidence from subordinates and that of higher superiors. 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. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score	the assignment is not related to his position but critical towards the attainment of the functions of the university. D. 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. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment. Willing to be trained and developed. Total Score sadership & Management (For supervisors only to be rated by higher supervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors. 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. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score	the assignment is not related to his position but critical towards the attainment of the functions of the university. D. 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. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment. Willing to be trained and developed. Total Score Radership & Management (For supervisors only to be rated by higher upervisor) Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the operational processes and functions of the department/office for further assisfaction of clients. Accepts accountability for the overall performance and in delivering the output required of his/her unit. Demonstrates, teaches, monitors, coaches and motivates subordinates assigned tasks needed for the attainment of the calibrated targets of the unit. Total Score

a	vera	11	rac	am	m	۸'n	4-	+10	
u	verd	11	160	Om	m	en	O a	ITIC	n

Sweat No C PERMANER IN

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: <u>CELSO P. GODOY</u>

Task N o.	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	July 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	July 2018	Within the semester	Everyday	Impressive	Very Satisfactory	
3.	Reproduces test papers and other official documents	Test Papers and other instructional materials	July 2018	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	July 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	July 2018	September 2018	September 2018	Impressive	Outstanding	
6.	Performs other functions assigned by the head of the department and the CAC Head	Minor repairs/carpentry services/electrical services	July 2018	Within the semester	December 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

Expidit I.,

PERFORMANCE MONITORING FORM

Name of Employee: CHLSOF, GODOY

	assigned by the head of the department and the CAC Head	services/electrical services	and vota	semester	December 2013	Impressive	Outsianding	Seek the assistance of GSD Personnel for major repairs/check-up
6	Participates in all activities conducted by the department. coilegs and the university Performs other functions	Attendance, certificates if applicable Minor repairs/cerpentry	July 2018	September 2018	September 2018	Impressive	Cutstanding	
4	Facilitates the repair of dainaged chairs, tables, fixes minor clectrical problems	Repaired and tablicated chairs and tables for office and classroom use	 ეი#A 3048	As 819 need anses	Within the semester	Impr essi ve	Outstanding	
3.	Reproduces tast papers and other official decuments	Test Papers and other instructional materials	July 2018	As the need anses	Within the rating period	Impressive	Outstanding	
2	Cleans and maintains the faculty recims, comfort recims, department offices, and equipment	Class come cleaned ready for use by the faculty & students: serviceable equipment; cleaned faculty offices and confort rooms	July 2018	Within the semester	Everyday	Imprassive	Very Satisfectory	
	Performs messerigerial services	Documents delivered, processed and followed-up on time	July 2018	Within the semester	Everyday	Impressive	Outstanding	
Task No.	Task Description	Expected Output	Pote Assigned	Experted Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommandation

* Either very impressive, impressive, needs improvement, poor very poor ** Outstanding, very satisfectory, satisfactory, unsatisfactory, poor

Prepared by:

GUIRALDO OLFERNANDEZ

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, JF

Department Head

Conforme:

Name of Ratee/Faculty/Staff

EMPLOYEE DEVELORMENT PLAN

Name of Employee: CELSO F. GODOY

Performance Rating: Outstanding

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

time.

Proposed Interventions to Improve Performance

Date: January 2, 2018

Targer 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 counton rooms before the start of everyday classes.
 - 2. Clean the classrooms after the classes.

Outcome:

M/M

Final Step/Recommendation:

N/A

Prepared by:

GUIRALDO C. FEKNANDEZ, JR. Department Head

Conforme:

Name of Ratee/Faculty/Staff