



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **LIZA ANN C. JAGONOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


LIZA ANN C. JAGONOS
Name of Staff

Reviewed by:


ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:


SUZETTE B. LINA
College Dean

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Liza Ann C. Jagonos** of the **Department of Development Communication** commits to deliver and agreed to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **January to June 2024**.

LIZA ANN C. JAGONOS

Ratee

9-12-2024

Approved:

ULDERICO B. ALVIOLA

Department Head, DDC

9-12-2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q 1	E ²	T ³	A ⁴	
MFO 1: General Administration and Support Services									
General Admin. & Support Services (GASS)	PI 1. No. of ISO documents prepared	Encodes, collates and print documents	75	496	5	5	5	5	Communications-99, Notice of Meetings-5, Minutes of Meetings-5, Attendance Sheets-7, Accomplishment Reports-17, JO Contract-6, Actual Teaching Load-1, IFWL-8, Research Approval Sheets-39 and Routing slips-39, Registration Forms-239, Report of Grade Completion-16, Class missed-15,
	PI 2. No. of ISO documents controlled	Controls/records ISO documents	75	496	5	5	5	5	As Department's dDRC
	PI 3. No. of Non-ISO Documents prepared	Prepares Projected Workload, OPCR & IPCR with attachments	8	15	5	5	4	4.66	Projected workloads, OPCR & IPCR's from Jan-June 2024
	PI 4. No. of DTR's,Travel Orders and Application for leave filed	Prepares, encodes, and print monthly	25	70	5	5	4	4.66	DTR - 45 TO - 25

		DTR's, TO & Application for Leave							
	PI 5. No. of PPMP created, prepared and submitted	Created PPMP's using SPPMIS	3	5	5	5	5	5	Using SPPMIS
	PI 6. No. of PR's and Vouchers, Liquidation of Petty Cash, Fuel RIS and JO Payrolls prepared and submitted	Created and submitted PRs, Voucher, RIS, Payroll, and Petty Cash	10	18	5	5	5	5	All PR's, RIS, Payrolls, Vouchers, Cash advance, replenishments
Efficient and Customers Friendly Frontline Service	PI 7. Zero percent complaint from clients served	Good rapport as front desk of DDC	80%	100% zero complaint	5	5	5	5	100% no complaint
Total Rating for GASS								34.32	
Average Rating for GASS								4.90	
Total Over-all Rating								34.92	

Average Rating (Total Over-all rating divided by 4)		4.90
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Excellent job!

Evaluated & Rated by:

ULDERICO B. ALVIOLA

Dept/Unit Head

Date: 9-12-24

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: 9-12-24

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 09/17/24

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Department of Development Communication

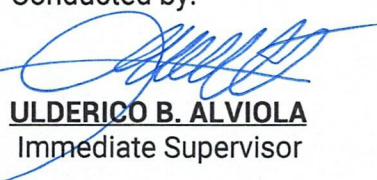
Head of Office: Dr. Ulderico B. Alviola

Number of Personnel: 13

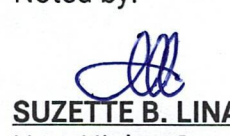
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Monitoring of classes, progress of student-theses advising, submission of grades, teaching performance and other academic related activities.	Done in February 2024	Done in June 2024			Done through class observations, notice to faculty, reminders, face to face and group meetings.
2. Monitoring of their research and extension activities as well as their respective projects funded by VSU and outside of VSU.	Done in February 2024	Done in June 2024			They were asked on updates of their on-going research and projects.
Coaching					
1. Some tips are given during meetings and team building activities to improve their teaching performance,	Done in January 2024	Done in December 2024			
2. Individual consultations done with the admin staff.	Done in January 2024	Done in December 2024			

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

Conducted by:


ULDERICO B. ALVIOLA
Immediate Supervisor

Noted by:


SUZETTE B. LINA
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: LIZA ANN C. JAGONOS

Position: ADMINISTRATIVE AIDE III

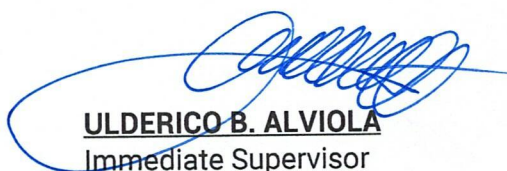
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (<i>both for subordinates and supervisors</i>)		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		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		4.83				
Overall recommendation:						


ULDERICO B. ALVIOLA
 Immediate Supervisor