

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GENARO G. GODOY

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.70	4.70 x 70%	3.29
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.55	4.55 x 30%	1.365
TOTAL NUMERICAL RATING			4.655


TOTAL NUMERICAL RATING: 4.655  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.655

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**GENARO G. GODOY**  
Name of Staff

Reviewed by:

  
**EDITHA G. CAGASAN**  
Head, OPO/MMDC/VPP

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENARO G. GODOY**, of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

  
**GENARO G. GODOY**  
Ratee


  
Approved: **EDITHA G. CAGASAN**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Laboratory and Technical Services	Number of equipment and facilities maintained	To maintain MMDC equipment and facilities	8	14	5	5	5	5.00	
	Number of Seminar-Workshops, programs, forums served	To operate AV equipment during film showing	10	20	5	5	5	5.00	
	Number of classes served while using AV equipment	To assist the faculty in using the AV equipment during classes	24	27	5	4	5	4.67	
	Number of video footages shoot	To shoot video footages during RTSPC 2018, AAACU 22nd Biennial Conference, Level I and Level II AACUP Accreditation and other activities	12	13	4	4	5	4.33	
Production of Information/ Communication materials	Number of photos and videos recorded	To do video grabbing	40	60	4	5	5	4.67	
	Number of video edited	To edit videos	12	14	5	4	5	4.67	
	Number of video graphics produced	To provide graphics for the videos	10	12	4	4	5	4.33	
	Number of videos burned (CD/DVD)	To archive videos in CD/DVD formats	50	65	5	5	5	5.00	
OTHERS/Additional accomplishments	Number of committees served	To eerve as members of various committees in the university	10	12	5	4	5	4.67	
<b>Total Over-all Rating</b>								<b>42.33</b>	

Average Rating (Total Over-all rating divided by 9)		<b>4.70</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.70</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:** *He is always willing to provide assistance to those who need it; keep up the good work.*

Evaluated and Rated by


  
**EDITHA G. CAGASAN, Ph.D.**  
Head, OPO/MMDC/VPP  
Date: \_\_\_\_\_

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
VP for Instruction  
Date: \_\_\_\_\_

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2018

Name of Staff: GENARO G. GODOY


Position: Administrative Aide 6

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		55				
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		4.58				

Overall recommendation : He is always willing to provide assistance to those who need it; keep up the good work.

  
**EDITHA G. CAGASAN**  
Head, OPO/MMDC/VPP

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)

Head of Office: Editha G. Cagasan


Name of Personnel: Genaro G. Godoy

Signature: 


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Maintenance of MMDC equipment and facilities	X	X			
Operating AV equipment during film showing	X				
Assisting faculty in using the AV equipment during classes	X				
Shooting of video footages during VSU organized events	X	X			
Providing video grabbing services to students and other requesting individuals/groups	X				
Editing videos	X				
Providing graphics for the videos	X				
Archiving videos in CD/DVD formats	X	X			
Serving as member of various committees in the university	X	X			
Coaching					
Maintenance of MMDC equipment and facilities	X				
Shooting of video footages during VSU organized events	X				
Serving as member of various committees in the university	X				

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

Conducted by:

  
**EDITHA G. CAGASAN**  
Head, OPO

Noted by:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

**PERFORMANCE MONITORING FORM**  
**July to December 2018**

Name of Employee: **Genaro G. 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	To maintain MMDC equipment and facilities	8 equipment maintained	July 2018	Within July to Dec 2018	Within July to Dec 2018	Impressive	Very satisfactory	14 equipment /facilities maintained
2	To operate AV equipment during film showing/classes	10 film showing served	July 2018	As scheduled	As scheduled	Impressive	Very satisfactory	20 film showing served
3	To assist the faculty in using the AV equipment during classes	24 classes assisted	July 2018	As scheduled	As scheduled	Impressive	Very satisfactory	27 classes assisted
4	To shoot video footages during RTSPC 2018, AAACU 22nd Biennial Conference, Level I and Level II AACUP Accreditation and other activities	12 events provided with video coverage	July 2018	As scheduled	As scheduled	Very impressive	Outstanding	13 events provided with video coverage
5	To do video grabbing	40 videos	July 2018	When there are requests	As agreed by the technician and the requesting party	Impressive	Very satisfactory	60 videos
6	To edit videos	12 videos edited	July 2018	After video coverage	Immediately after video coverage; December 2018	Very impressive	Outstanding	14 videos edited
7	To provide graphics for the videos	10 graphics provided	July 2018	When there are requests	As requested	Impressive	Very satisfactory	12 graphics provided
8	To archive videos in CD/DVD formats	50 videos archived	July 2018	After final editing	December 2018	Very impressive	Outstanding	65 videos archived
9	To serve as members of various committees in the university	10 committees served as member	July 2018	During the events when committees are needed	During the events when committees are needed	Very impressive	Outstanding	12 committees served as member

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

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

Prepared by  
  
**EDITHA G. CAGASAN**  
 Head, OPO/MMDC/VPP

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **GENARO G. GODOY**

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To improve capability to maintain/repair/operate AV equipment; and to document (video/photo) important activities of the university

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

**Date: June 2018**

**Target Date: July– December 2018**

**First steps:**

- Review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

**Results:**

- Archiving of videos about important activities of the university has already been started and continued until the present;
- Copies of the videos about important activities in the university (i.e., AACUP Accreditation, anniversary, intramural games, etc.) are now properly labeled and given to the concerned offices immediately after the event.

**Date: December 2018**

**Target Date: January to December 2019**

**Next Steps:**

- Continue providing guidance in the performance of office duties
- Allow Mr. Godoy to attend training–workshops that can help improve his capability to provide services to clients (i.e., attendance to film making workshop and to other workshops/activities sponsored by other groups like PACE, ABSCBN, Erasmus Mundus, etc.)

**Outcome:**

- Production of videos with new styles and concepts, new video shooting techniques and cinematography;
- More understanding on how to use video gadget to upload to AGOS online

**Final Step/Recommendation:**

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



**Dr. EDITHA G. CAGASAN**  
Head, Online Programs Office

Conformee:



**GENARO G. GODOY**  
Administrative Aide/AV Technician, MMDC