COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Jerome G. Godoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: _____4.77____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____4.77____

FINAL NUMERICAL RATING _____4.77____

ADJECTIVAL RATING: Outstanding

Prepared by:

JEROME G. GODOY 1/23/25
Name of Staff

Reviewed by:

SEAN O. VILLAGONZALO 1/23/25
Department/Office Head

Recommending Approval:

_____N/A_____
Dean/Director

Approved:

ELWIN JAY V. YU 1/24/25
Vice President

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JEROME G. GODOY, of the Information & Communications Technology Management Center 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 to December 2024.

JEROME G. GODOY   1/23/25
Ratee

Approved: SEAN O. VILLAGONZALO   1/23/25
Head of Unit

MFOs/PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
1. LAN Setup and Installation	Number of LAN lines installed	Install internet LAN cables of VSU offices	60	66	5	5	4	4.67	
	Number of computer LAN setup	Setup computer LAN	30	34	5	5	4	4.67	
2. Computers and Equipment Repairs	Number computers and equipment repairs	Repair computers and equipments	10	12	4	5	5	4.67	
3. Technical Assistance	Number of instant messaging assistance	Technical support via ip messenger & voip	20	26	5	5	4	4.67	
	Number of Walk-in assistance	Assists clients connectivity concern	4	6	4	5	4	4.33	
	Number of video streaming assisted	Assists live streaming activity	8	10	5	5	4	4.67	
4. IDF Data Cabinet Preventive Maintenance	Number of IDF Data Cabinet	Conduct preventive maintenance of data	10	14	5	5	4	4.67	
5. Utility Work	Number of utility work	Do utility work of the office & workplace	8	12	5	5	5	5	
6. IP Phone, CCTV, Access Point,Network Switch, and Fiber Optic Cable Installation	Number of IP Phone installed	VOIP phone installation	10	12	5	5	4	4.67	
	Number of CCTV installed	CCTV installation	10	12	5	5	4	4.67	
	Number of Access Point installed	Access Point installation	30	35	5	5	4	4.67	
	Number of Network Switch installed	Network Switch installation	16	18	5	5	4	4.67	
	Number of Fiber Optic Cable installed	Fiber Optic cable installation	6	8	5	5	4	4.67	
Total Over-all Rating								60.7	

Average Raring (Total Over-all rating divided by 4		4.67
Additional Points:		
Punctuality	XX	
Appoved Additional points	XX	
(with copy of approval)		
Final Rating		4.67
Adjectival Rating		Very Satisfactory

Evaluated & Rated by:

SEAN O. VILAGONZALO
Dept./Unit Head

Date: 1/23/25

Recommending Approval:

NA
Dean/Director

Date: _____

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

Commnet & Recommendations for Development Purpose:

continue to push his CSC eligibility and his certification of technical training for his continuing education.

Approved by:

ELWIN JAY V. YU
VP for Admin. & Finance

Date: 1/24/25

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: UICTS

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 9

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Network repair & maintenance		January – December 2024	Verbal		During monthly & emergency meeting
Coaching Advised everyone to look For trainings that can improve office efficiency in dealing network problems.		January – December 2024	Verbal		

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

Conducted by:

SEAN O. VILLAGONZALO 1/23/25
Immediate Supervisor

Noted by:

ELWIN JAY V. YU 1/24/25
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Jerome G. Godoy
Admin. Aide VI
ICTMC

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
MFO 1: LAN Setup and Installation								
Number of LAN lines installed	Install internet LAN cables of VSU offices	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of computer LAN setup	Setup computer LAN	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
MFO 2: Computers and Equipment Repairs								
Number computers and equipment repairs	Repair computers and equipments	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
MFO 3: Technical Assistance								
Number of instant messaging assistance	Technical support via ip messenger & voip	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of Walk-in assistance	Assists clients connectivity concern	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of video streaming assisted	Assists live streaming activity	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
MFO 4: IDF Data Cabinet Preventive Maintenance								
Number of Data Cabinet Maintained	Conduct preventive maintenance of data cabinet	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	

MFO 5: Utility Work								
Number of utility work	Do utility work of the office & workplace	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
MFO 6: IP Phone, CCTV, Access Point,Network Switch, and Fiber Optic Cable Installation								
Number of IP Phone installed	VOIP phone installation	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of CCTV installed	CCTV installation	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of Access Point installed	Access Point installation	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of Network Switch installed	Network Switch installation	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	
Number of Fiber Optic Cable installed	Fiber Optic cable installation	JGGodoy ICTMC Team	January – December, 2024	X	X	X	X	

Prepared by:

SEAN O. VILLAGONZALO
UICTS Director   1/23/20

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Jerome 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	Install internet LAN cables of VSU offices	Installation of lan for connectivity of VSU offices	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
2	Setup computer LAN	Setup computer LAN internet connection	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
3	Repair computers and equipments	Repair computers and equipments	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
4	Configure VSU Web Server	Configure VSU Web Server	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
5	Configure VOIP Server	Configure VOIP Server	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
6	Configured and Maintain Database Server	Configured and Maintain Database Server	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
7	Configure and Maintain File Server	Configure and Maintain File Server	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
8	Backup Enrollment System Database	Backup Enrollment System Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
9	Backup	Backup	Jan.-Dec.	Within Jan.-	Within Jan.-Dec.	very	Outstanding	

	Transcript of Records Database	Transcript of Records Database	2024	Dec. 2024	2024	impressive		
10	Backup BAOM Database	Backup BAOM Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
11	Backup Enrollment System Database	Backup Enrollment System Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
12	Conduct User Training of the system developed	Conduct User Training of the system developed	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
13	Maintain Systems developed	Maintain Systems developed	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	

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

Prepared by:

SEAN O. VILLAGONZALO
UICTS Director

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jerome G. Godoy
Performance Rating: _____

Aim:

    ICT is very dynamic technology and this requires a very dynamic skills of manpower, hence the ICT personnel must be very dynamic in learning new things related to ICT annually.

Proposed Interventions to Improve Performance:

Date: July - December 2024 **Target Date:** December 31, 2024

First Step:

    Find regional and national short term trainings, seminar, workshop, conference &
Convention related to ICT.

Result:

    Several regional, national ICT related trainings are available.

Date: January - June 2025   **Target Date:** June 30, 2025

Next Step:

    Send JGGodoy to ICT related training, seminars, workshop, conference & convention.

Outcome:

- Improved skills and technique due to training, seminars attended.
- Faster resolution of ICT related problems due to enhanced skills.
- Improved ICT analytic skills due to training attended.

Final Step/Recommendation:

- Due to the dynamism in ICT technology itself, continue sending Jerome G. Godoy annually to training, seminar not only in the country but as well as international, and if possible to a master's degree related to ICT

Prepared by:

SEAN O. VILLAGONZALO 1/23/25
Unit Head

Conforme:

JEROME G. GODOY 1/23/25
Name of Ratee Faculty/Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. – Dec. 2024
Name of Staff: <u>Jerome G. Godoy</u>   Position: <u>Admin. Aide VI</u>

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 except1`ional 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

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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		59			

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	4.91				

Overall recommendation:
Continue to push his CSC eligibility and his certification of technical training for his continuing education.

SEAN O. VILLAGONZALO   1/22/24
Immediate Supervisor