

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June
 Name of Staff: Mizael B. Cerna 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.

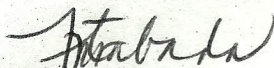
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 (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		(50)				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	N/A				
Average Score	4.17				

Overall recommendation

: Very Satisfactory


MARIA AURORA TERESITA W. TABADA
 Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MIZAEL B. CERNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	4.50 x 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 x 30%	1.25
TOTAL NUMERICAL RATING			4.40

TOTAL NUMERICAL RATING: **4.40**

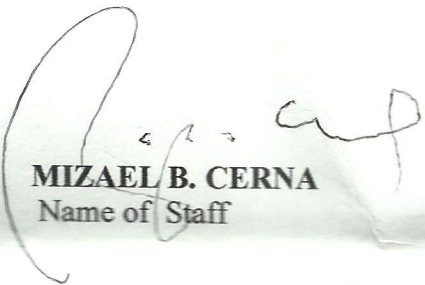
Add: Additional Approved Points, if any: **0.1**


TOTAL NUMERICAL RATING: **4.50**

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

Reviewed by:



MIZAEL B. CERNA
Name of Staff


Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Individual Performance Commitment and Review Form (IPCR)

I, **MIZAEL B. CERNA**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of accomplishments and targets in accordance with the indicated measures for the period January to June 2017.

MIZAEL B. CERNA

Ratee

Approved:

MARIA AURORA T. W. TABADA

Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
A. Administrative Support	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	20	20	5.00	3.00	5.00		4.33
		Designed /laidout logo for ISRDS and CME	1	1	5.00	3.00	5.00		4.33
		Designed/ layouted ISRDS display/ exhibits	1	1	5.00	3.00	5.00		4.33
		Bound instructional materials, research and extension reports,etc.	15	20	5.00	4.00	5.00		4.67
		Lettering of names on certificates & documents	10	30	5.00	5.00	5.00		5.00

Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% No complaint	5.00	3.00	5.00	4.33
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4.50

OTHERS

Teaching Performance Evaluation

No. of evaluations conducted and results submitted to OVPI per semester/section.

Conducted teaching performance evaluation

15

25

4.00 5.00 5.00

4.67

Messengerial services

No. of documents delivered and facilitated

delivered documents

100

50

5.00 3.00 5.00

4.33 Messengerial services required only when JO messenger is off from 10 AM 1 PM

4.50

9.00

Total Over-all Rating
Average Rating
Adjectival Rating

4.50

VS

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Received by:

Calibrated by:

Recommending Approval:

Approved by:

[Signature]
R. L. QUINOLA

PRPEO

Date _____

[Signature]
R. A. PATINDOL

PMT

Date _____

[Signature]
BEATRIZ S. BELONIAS

Vice President for Instruction

Date _____

[Signature]
EDGARDO E. TULIN

President

Date _____

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