

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	4.12	4.12 x 70%	2.88
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	4.42 x 30%	1.33
TOTAL NUMERICAL RATING			4.21

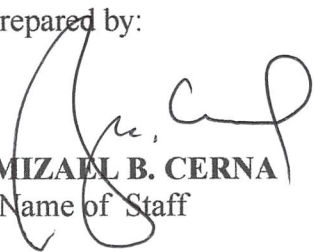
TOTAL NUMERICAL RATING: **4.21**

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

TOTAL NUMERICAL RATING: **4.310**

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

  
**MIZAEL B. CERNA**  
Name of Staff


Reviewed by:

  
**MARIA AURORA TW. TABADA**  
Department/Office Head

Recommending Approval:

  
**ANTONIO P. ABAMO**  
Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

**EMPLOYEE DEVELOPMENT PLAN**  
**JANUARY - JUNE 2018**

Name of Employee: MIZAEEL B. CERNA  
Performance Rating: VERY SATISFACTORY

Date: January 1, 2018 Target Date: March 30, 2018

First Step:

To check requirements and process for getting accreditation from the National Commission on Culture and the Arts

Result:

To be accredited with the NCCA in the field of painting and visual arts

Date: April 1, 2018 Target Date: June 30, 2018

Next Step:

To continue as adviser of the Visual Arts organization of students; act as coach of VSU contestants to the various national competitions

Outcome: VSU participates in various Visual Arts competitions with an accredited coach

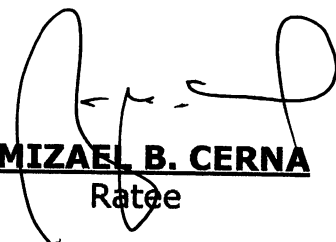
Final Step/Recommendation:

To team teach courses on visual arts and heritage conservation with Ms. Marilla  
Continue involvement in the Center for the Arts and Culture as Coordinator (with NCCA Accreditation) of the Visual Arts Section

Prepared by:

  
**MARIA AURORA T.W. TABADA**  
Unit Head

Conforme:

  
**MIZAEEL B. CERNA**  
Ratee

## 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 the following accomplishments and targets in accordance with the indicated measures for the period January to June 2018.

**MIZAEL B. CERNA**

Ratee

Approved:

**MARIA AURORA T. W. TABADA**

Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
<b>A. Administrative Support</b>	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	20	20	5.00	4.80	4.80	4.87	
		Designed /laid out logo for ISRDS and CME	1	1					
		Designed/ laid out ISRDS display/ exhibits	1	5					
		Bound instructional materials, research and extension reports, etc.	15	25					
		Lettering of names on certificates & documents	10	20					
			47	71					
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	<del>5.00</del>	4.80	4.80	4.87	

1.5106383

<b>OTHERS</b>									
Teaching Performance Evaluation	No. of evaluations conducted and results submitted to OVPI per semester/section	Administered the teaching performance evaluation	15	20	4.50	4.30	4.30	4.37	1.33333333
Messengerial services	No. of documents delivered and facilitated	delivered documents	100	50	3.50	3.50	3.50	3.50	49
Others: AACUP Area 8: Physical Facilities	Draft PPP for Area 9 (1st draft)		1	1	3.00	3.00	3.00	3.00	
Average Rating					4.20	4.08	4.08	<b>4.12</b>	
Adjectival Rating								<b>VS</b>	

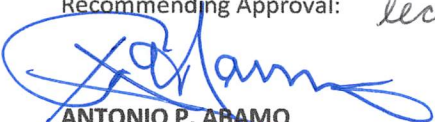
Average Rating (Total Over-all rating divided by 4)	4.12		Comments & Recommendations for Development
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

*Mr. Cerna's talent as visual artist can be put to full use if he is allowed to share his knowledge with CAED Students as lecturer & coach.*


Evaluated & Rated by:

  
 MARIA AURORA TW. TABADA  
 Dept/Unit Head

Recommending Approval:

  
 ANTONIO P. ADAMO  
 Dean/Director

Approved by:

  
 BEATRIZ S. BELONIAS  
 Vice President

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

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

\_\_\_\_\_

1- quality

2- efficiency

3- timeliness

4- average

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018Name of Staff: MIZAE B. CERNAPosition: 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		53				
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	4.42				

Overall recommendation : VS

  
MARIA AURORA TERESITA W. TABADA  
Name of Head