



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: ERNESTO A. GONZAGA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.66</b>

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.66

FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: Outstanding

Prepared by:

ERNESTO A. GONZAGA, JR.  
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

MOSES NEIL V. SERIÑO  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ERNESTO A. GONZAGA, Jr., Administrative Aide VI, of the ISRDS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June, 2023.

**ERNESTO A. GONZAGA, JR.**

Adm. Aide VI

Date: 7/5/2023

**LILIAN B. NUÑEZ**

Head of Unit

Date: 7/9/2023

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPRE MFO 1. Administrative and Facilitative Services											
	PI 1: Prepares administrative documents of the Institute.			Preparation of administrative documents (external and internal forms) and other official documents.	520	210	4.5	5	5	4.83	
	PI 2: Prepares and monitors financial documents of the Institute			Preparation and monitoring of financial and official documents of the Institute. & correspondence, recording of incoming and outgoing communications.	110	75	4	5	5	4.67	
	PI 3: Documents and files Institute records and documents in accordance with established and/or standard documentation.			Filed Institute records and official forms /documents.	300	130	4	4	4	4	
	PI 4: Serves as alternate deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification				75%	65%	4	5	5	4.67	Appointment as AdDRC January-December 2023
	PI 5: Facilitates college-wide activities.				90%	80%	5	5	5	5	



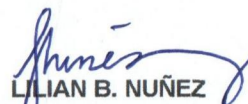
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	90%	5	5	5	5
	Best practices/new initiatives								
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		4.69
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.69
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

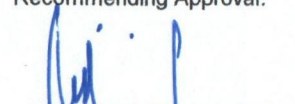
Improve filing efficiency.

Evaluated & Rated by:

  
LILIAN B. NUÑEZ  
Dept./Unit Head

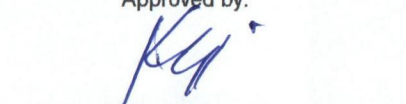
Date: 7/6/2023

Recommending Approval:

  
MOISES NEIL Y. SERINO  
Dean

Date: 7/14/23

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Date: 7/21/23

1- Quality

2- Efficiency

3- Timeliness

4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2023

Name of Staff: Ernesto A. Gonzaga Jr. Position: Administrative Aide 3

**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.**

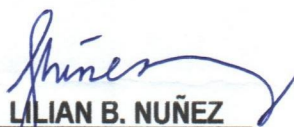
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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										
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						55				
Average Score						4.58				

Overall recommendation : Enhance computer skills.

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERNESTO A. GONZAGA, JR.

Performance Rating: 4.66

Aim: To serve as an efficient Alternate Deputy Documents Records Controller

Proposed Interventions to Improve Performance:

Date: July 3, 2023 Target Date: September 30, 2023

First Step:

Needs improvement in controlling and filing of documents.

Result:

Documents were filed and controlled with minimal mistakes.

Date: October 3, 2023 Target Date: December 31, 2023

Next Step:

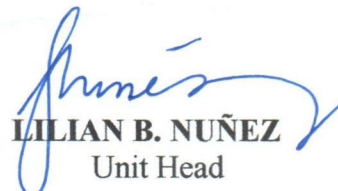
Outgoing documents were pre numbered and incoming documents were filed in order with label.

Outcome: Keeping track of documents is easier.

Final Step/Recommendation:

Records filing and controlling were satisfactorily done to avoid mistakes in retrieving and tracking of documents.

Prepared by:

  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

  
**ERNESTO A. GONZAGA, Jr.**  
Name of Ratee Faculty/Staff