



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	4.167	70%	2.92
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.27

TOTAL NUMERICAL RATING: 4.27

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.27

FINAL NUMERICAL RATING 4.27

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ERNESTO A. GONZAGA, JR
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

MOISES 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 July-December, 2023.

ERNESTO A. GONZAGA, JR.

Adm. Aide VI

Date: 12-24-2023

LILIAN B. NUÑEZ

Head of Unit

Date: 1-5-24

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							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	540	5	5	5	5	
	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	150	5	5	5	5	
	PI 3: Document and files Institute records and documents in accordance with established and/or standard documentation.			Filed Institute records and official forms /documents.	300	350	3	3	3	3	
	PI 4: Serves as alternate deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification				75%	100%	4	4	4	4	Appointment as AdDRC January-December 2023
					90%	100%	3	3	3	3	

OVPI MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	100%	5	5	5	5	
	Best practices/new initiatives									
Total Over-all Rating										

Average Rating (Total Over-all rating divided by 4)	4.167	
Additional Points:	-	
Approved Additional points (with copy of approval)	-	
FINAL RATING	4.167	
ADJECTIVAL RATING	VS	

Comments & Recommendations for Development Purpose:

Practice going out of comfort zone.

Evaluated & Rated by:

Liliana B. Nuñez
LILIAN B. NUÑEZ
Dept./Unit Head

Date: 1-5-24

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
Dean
Date: 1-19-24

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/30/24

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2023

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

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. 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					

Overall recommendation

: *Develop innovative ways to improve performance of office tasks.*

Liliana B. Nuñez
LILIAN B. NUÑEZ

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERNESTO A. GONZAGA, JR.

Performance Rating: 4.27

Aim: To serve as an efficient document and records controller

Proposed Interventions to Improve Performance:

Date: January 8, 2024

Target Date: January – December 2024

First Step:

In collaboration with other staff, record office activities and events conducted by staff through Google docs.

Result:

Complete record of office activities and events.

Date: February 1, 2024

Target Date: December 31, 2024

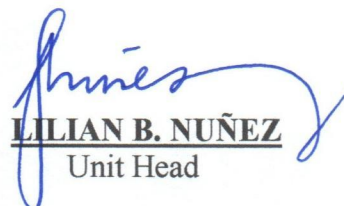
Next Step:

Compose articles on ISRDS activities and events and gather article contributions from other staff. Post outputs at the ISRDS FB Page.

Outcome: ISRDS FB page enhanced and with increased usage by target readers.

Final Step/Recommendation: Attend relevant training.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


ERNESTO A. GONZAGA, JR.

Ratee