



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Genaro G. Godoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.50	70%	3.15
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.60

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

WINDY O. TUYAN
Name of Staff

Reviewed by:

ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT
Executive Assistant

Approved:

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENARO G. GODOY**, of the INFORMATION OFFICE commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2020**.

GENARO G. GODOY

Ratee

Approved:

ULDERICO B. ALVIOLA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Laboratory and Technical Services	Number of equipment and facilities maintained	Maintain MMDC equipment and facilities	14	16	5	5	5	5.00	
	Number of Seminar-Workshops, programs, forums served	Operates AV equipment during the events	4	5	5	4	5	4.67	
	Number of video produced	Shoot video footages during , Serbisyo Kabataan Online Webisodes, VSU Faculty Onboarding Training, VSU Student Onboarding General Orientation, Main Campus and component College for Student Onboarding, 67th Visayas State University Commencement Exercises (Livestreaming), 5th VSU Integrated High School Promotional Exercises, 3rd VSU Integrated High School Graduation Ceremony, Pinoy Pork Challenge Roadshow (Livestreaming and Panel Discussion), Virtual Lighting Ceremony, Technical Rehearsal and Virtual Awarding Ceremony of the Ten Outstanding Movers of the Philippines	8	10	5	4	4	4.33	
	Number of video edited	Edit videos	5	6	5	4	4	4.33	
	Number of videos burned (CD/DVD)	Archive videos in CD/DVD formats	40	41	5	4	4	4.33	
OTHERS/Additional accomplishments	Number of committees served	Served as members of various committees in the university	3	5	5	4	4	4.33	
Total Over-all Rating								27.00	
Average Rating (Total Over-all rating divided by 6)				4.50					Comments & Recommendations for Development Purpose: He is willing to provide assistance to anyone in need.
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING				4.50					
ADJECTIVAL RATING				Outstanding					

Evaluated and Rated by:


ULDERICO B. ALVIOLA

Head, Information Office

Recommending Approval:

Dean

Approved by:


ALLEN GLENNIE P. LAMBERT

Executive Secretary

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING FORM
July to December 2020

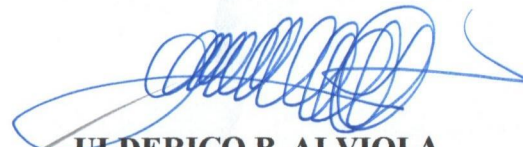
Name of Employee: **Genaro G. Godoy**

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	To maintain MMDC equipment and facilities	14 equipment maintenance	July 2020	Within July to December 2020	July to December 2020	Impressive	Very Satisfactory	16 equipment maintained
2	To shoot video footages during VSU anniversary, commencement exercises, aaccup, convocations and other activities	8 events provided video coverage	July 2020	As scheduled	As scheduled	Very Impressive	Outstanding	10 events provided with video coverage
3	To edit Videos	5 videos edited	July 2020	After video coverage	Immediately after video coverage, June 2020	Very impressive	Outstanding	6 videos edited
4	To archive videos in CD/DVD formats	40 videos archived	July 2020	After final editing	December 2020	Very Impressive	Outstanding	41 videos archived
5	To serve as members of various committees in the university	3 committees served as member	July 2020	During the events when committees are needed	During the events when committees are needed	Very Impressive	Outstanding	5 committees served as member

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ULDERICO B. ALVIOLA
 Head, Information Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: Genaro G. Godoy 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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	58				
Average Score	4.83				

Overall recommendation : Mr. Godoy is very hardworking and dedicated in his work.


ULDERICO B. ALVIOLA
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GENARO G. GODOY**

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to maintain/repair/operate AV equipment; and to document (video/photo) important activities of the university

Proposed Interventions to Improve Performance:

Date: **January 1, 2020**

Target Date: **June 30, 2020**

First steps:

- Meeting to review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

Results:

- Archiving of videos about important activities of the university has already been started;
- Copies of the videos about important activities in the university (i.e., AACUP Accreditation, anniversary, intramural games, etc.) are now given to the concerned offices immediately after the event.

Date: **July 1, 2020**

Target Date: **December 31, 2020**

Next Steps:

- Continue providing guidance in the performance of office duties
- Allow Mr. Godoy to attend training-workshops that can help improve his capability to provide services to clients (i.e., attendance to film making workshop and to other workshops/activities sponsored by other groups like PACE, ABSCBN, Erasmus Mundus, etc.)

Outcome:

- Production of videos with new styles and concepts, new video shooting techniques and cinematography;
- More understanding on how to use video gadget to upload to AGOS online

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



ULDERICO B. ALVIOLA
Head, Information Office

Conforme:



GENARO G. GODOY
Admin. Aide VI, UIMC