



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

**Annex P**

Name of Administrative Staff: MIZAEL B. CERNA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.27	70%	2.99
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
<b>TOTAL NUMERICAL RATING</b>			<b>4.29</b>

TOTAL NUMERICAL RATING: 4.29

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.29

FINAL NUMERICAL RATING 4.29

ADJECTIVAL RATING: Very Satisfactory

Prepared by: 

**MIZAEL B. CERNA**  
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 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 targets and accomplishments in accordance with the indicated measures for the period July-December 2023.

  
**MIZAEL B. CERNA**  
 Admin. Aide III  
 Date: January 2, 2023

Approved:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS  
 Date: 1-5-24

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 and posters prepared	Prepare visual materials and posters	20	30	5	5	5	5	
		Design/layout logo for ISRDS and CME	2	2	3	3	3	3	
		Design/ layout ISRDS display exhibits	2	3	5	5	5	5	
		Bind instructional materials, research and extension reports, etc.	30	75	4	4	4	4	
		Lettering of names on certificates/documents, experimental plots label	20	45	4	4	4	4	
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaints	100% no complaints	4	4	4	4	
		No. of clients	200	500	5	5	5	5	



<b>OTHERS</b>									
Printing of T-shirts			50	25	2	2	2	2	
Messengerial services-ISRDS	No. of documents delivered and facilitated	delivered documents ISRDS and other Departments under CME	50	3,471	5	5	5	5	
Gender Resource Center			50	70	5	5	5	5	
Cleaning		No. of spaces cleaned daily	4	4	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-		4.273
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.273
ADJECTIVAL RATING		VS

**Comments & Recommendation for Development Purpose:**

*Learn to make good use of idle time.*

Evaluated and Rated by:

*Lilian 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**  
 VP 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: 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.**

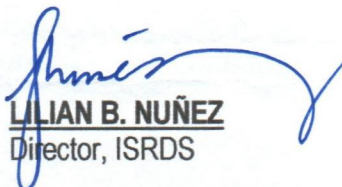
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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											
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						52					
Average Score						4.33					

Overall recommendation : Improve time management & utilization.

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIZAEL B. CERNA

Performance Rating: 4.29

Aim: To possess skills in computer graphics and produce computerized outputs.

Proposed Interventions to Improve Performance:

Date: January 8, 2024

Target Date: February 1, 2024 – March 31, 2024

First Step:

Familiarize oneself with computer graphics software and practice regularly.

Result:

Adeptness in using computer graphics software.

Date: April 1, 2024

Target Date: June 30, 2024 – December 31, 2024

Next Step:

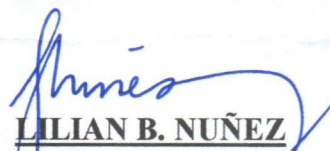
Produce computerized designs for ISRDS events and activities.

Outcome: Skill in producing computer-generated artworks.

Final Step/Recommendation:

Produce computer-generated tarpaulin designs and other outputs.

Prepared by:

  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

  
**MIZAEL B. CERNA**  
Name of Ratee Faculty/Staff