

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: MIZAE B. CERNA
Performance Rating: OUTSTANDING

Date: October 1, 2017 Target Date: October 27, 2017

First Step:

To serve as Coach of the visual arts contestants at the PASUC Regional competition

Result:

VSU was overall champion in Visual Arts in 4 categories: painting, on the spot poster, charcoal, and pencil rendering

Date: November 15, 2017 Target Date: November 28 – December 1, 2017

Next Step:

To serve as coach of the Visual Arts contestants to the PASUC National Competition

Outcome: VSU participated in the Visual Arts competition during the PASUC National competition

Final Step/Recommendation:

Continue involvement in the Center for the Arts and Culture as Coordinator of the Visual Arts Section

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017
 Name of Staff: Mizael B. Cerna Position: Admin. 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		48				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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				

Overall recommendation :

Outstanding

M. Tabada

MARIA AURORA TERESITA W. TABADA

Name of Head

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	4.89	4.89 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	4.00 x 30%	1.20
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: **4.62**

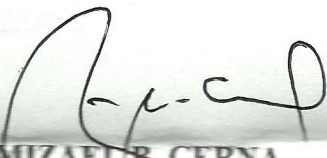
Add: Additional Approved Points, if any: **0.1**

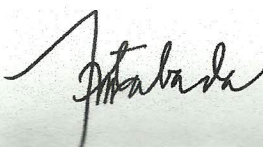
TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

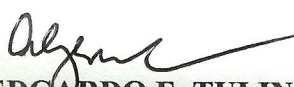

MIZAEL B. CERNA
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MIZAE B. CERNA**, Administrative Aide IV, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES**, commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period July to December, 2017.

MIZAE B. CERNA
Adm. Aide III

Date: _____

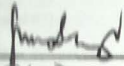

MARIA AURORA TERESITA W. TABADA
Head of Unit

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	%		Rating				Remarks
							Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)												
OVPRE MFO 1. Administrative Support Services												
Administrative Support Services	PI 1: Number of visual materials, streamers, backdrops and posters prepared.			Prepared visual materials, streamers, backdrops and posters	20	105.00	21	5	5	5	5.00	
				Designed/layouted logo for ISRDS and CME	1	100.00	1	5	5	5	5.00	
				Designed/layouted ISRDS display and exhibits	1	100.00	1	5	5	5	5.00	
				Bound instructional materials, research and extension reports, etc.	15	160.00	24	5	5	5	5.00	
				Lettering of names on certificates and documents	10	250.00	25	5	5	5	5.00	
Efficient and customer-friendly frontline service	PI 2.)% complaint from client served			Served clients	100% no complaint		100% no complaint	5	5	5	5.00	


ers:	P1 3. No. of evaluations conducted and results submitted to OVPI per semester/section		Conducted teaching performance evaluation	15	133.33	20	4	4	4	4.00	
ordinator, Visual Arts Section he Culture and the Arts nter			Coach for Visual Arts Competitions	1	200.00	2	5	5	5	5.00	Regional PASUC Competition, VSU Over-all Champion for Visual Arts in 4 categories: painting, on the spot poster, charcoal, and pencil rendering; Participated in PASUC National Competition
			Designs/hand paints VSU tokens for important occasions				5	5	5	5.0	Tokens brought by the President to his foreign trips
al Over-all Rating							44.00	44.00	44.00	44.00	
verage Rating							4.89	4.89	4.89	4.89	
otivai Rating							Outstanding				

elved by:




 Acting Officer
 Date: _____


Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D
 President
 Date: _____