

COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GENARO G. GODOY

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|---------------------------------|--|
| 1. Numerical Rating per IPCR | 4.74 | 4.74 x 70% | 3.32 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.50 | 4.50 x 30% | 1.35 |
| TOTAL NUMERICAL RATING | | | 4.67 |


TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: Outstanding


Prepared by:


GENARO G. GODOY
Name of Staff

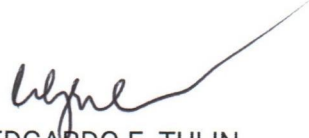

Reviewed by:


EDITHA G. CAGASAN
Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairperson, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENARO G. GODOY**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** 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, 2016**.


GENARO G. GODOY

Ratee

Approved:


EDITHA G. CAGASAN

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 | 8 | 12 | 5 | 5 | 5 | 5.00 | |
| | Number of Seminar-Workshops, programs, forums served | Operates AV equipment during film showing | 10 | 15 | 5 | 5 | 5 | 5.00 | |
| | Number of classes served while using AV equipment | Assist the faculty in using the AV equipment during classes | 24 | 30 | 4 | 5 | 5 | 4.67 | |
| | Number of video produced | Shoot video footages during VSU anniversary, commencement exercises, convocations, and other activities/celebrations. | 30 | 31 | 5 | 4 | 4 | 4.33 | |
| Production of Information/ Communication materials | Number of videos recorded | Do video grabbing | 40 | 58 | 5 | 5 | 4 | 4.67 | |
| | Number of videos edited | Edit videos | 12 | 18 | 5 | 5 | 4 | 4.67 | |
| | Number of video graphics produced | Provide graphics for the videos | 10 | 60 | 5 | 5 | 5 | 5.00 | |
| | Number of videos burned (CD/DVD) | Archive videos in CD/DVD formats | 50 | 80 | 5 | 5 | 4 | 4.67 | |
| OTHERS/Additional accomplishments | Number of committees served | Serve as members of various committees in the university | 10 | 14 | 4 | 5 | 5 | 4.67 | |
| Total Over-all Rating | | | | | | | | 42.67 | |

| | | |
|---|--|--------------------|
| Average Rating (Total Over-all rating divided by 9) | | 4.74 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.74 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments & Recommendations for Development Purpose:

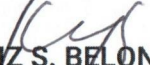
Received by:


DANIEL M. TUFTUD
OVPPRGEA

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
Chairperson, PMT

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
Vice President for Instruction

Approved by:


EDGARDO E. TULIN, Ph.D.
President *eda*

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016

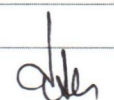
Name of Staff: GENARO G. GODOYPosition: Administrative Aide 6

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 | | 54 | | | | |
| 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 | | 4.5 | | | | |

Overall recommendation :


 EDITHA G. CAGASAN
 Name of Head

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 and/or Competence and Qualification to assume higher responsibilities:

Date: August 2016

Target Date: August – December 2016

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: September to December 2016

Target Date: Sep to December 2016

Next Steps:

- Continue providing guidance in the performance of office duties
- Allow Ms. 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 Rappler, 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:



Dr. EDITHA G. CAGASAN

Head, Online Programs Office