COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: **ERNESTO A. GONZAGA, JR.**

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
Numerical Rating per IPCR	4.23	70%	2.96
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	3.33	30%	1.00
		TOTAL, NUMERICAL RATING	3.96

EQUIVALENT NUMERICAL RATING:

3.96

Add: Additional Points, if any:

0.1

TOTAL NUMERICAL RATING:

4.06

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

REMBERTO

ERNESTO A. GONZAGA, JR Name of Staff

Department Head/Office Head

Recommending Approval:

Chairman, PMT

PATINDOL

Approved by:

EDGARDO E. TULIN

President

Visavas State University INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>ERNESTO A. GONZAGA, Jr.</u> Administrative Aide IV, 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 <u>July to December, 2016.</u>

ERNESTO A. GONZAGA,JR.

Adm. Aide IV

Date:

MARIA AURORA TERESITA W. TABADA Head of Unit

Date:

	MFO No. Description Success Indicator (SI) Task Assigned					Rating				
MFO No.			Target	Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark	
THE PROPERTY OF THE PROPERTY O		and Support Services (GASS)								
OVPRE MFO 1. A		and Facilitative Services								
		r of government ents typed, prepared and approval.	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	100	200	4.20	4.20	4.20	4.20	
	communication	r of letters and official ons prepared, recorded and ent departments/centers and	Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	35	40	4.00	4.00	4.00	4.00	
	resolutions ar	r of MOUs, contracts, nd official documents filed ANI, SUCs and LGUs.	Files official forms and documents.	20	25	4.00	4.00	4.00	4.00	
	PI 4: Number	r of trainings facilitated.	Facilitated trainings conducted at SUCs & LGUs	1	3	4.30	4.00	4.30	4.20	
		r of handouts, forms, anuals and other documents nd collated.	Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	2000	8000	4.70	4.70	4.70	4.70	
OVPI MFO 2. From	ntline Services									
	PI 1. Efficient	and customer-friendly	Zero percent complaint from clients served	90%	100%	4.30	4.30	4.30	4.30	or Purpose and the comment of the respect of the comment of the co
	Best practices	s/new initiatives								

Total Over-all Rating			25.50	25.20	25.50	25.40	
Average Rating			4.25	4.20	4.25	4.23	
Adjectival Rating	Adjectival Rating					ory	\
Received by: PRPEO Date:	Calibrated by: REMBERTO A. PATINDOL, Ph.D. Chairman, PMT Date:	BEATRIZ S. BELONIAS Vice-President for Instruction Date:		CARDO		JLIN, Ph.	D

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July-December 2016</u>

Name of Staff: <u>Brnesto A. Gonzaga</u>, <u>Jr.</u> <u>Position</u>: <u>Admin. Aide IV</u>

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	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)		(Scal	Э	
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		_	60		
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	9	
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

	Average Score	3,32			うろ	
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 Total Score	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
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
	office/department aligned to that of the overall plans of the university.					

Overall recommendation

MARIA AURORA TERESITA W. TABADA

Name of Head