



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: DENNIS G. GODOY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.332
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.781

TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: Outstanding

Prepared by:

DENNIS G. GODOY

Name of Staff

Reviewed by:

ROBELYN T. PIAMONTE

Department/Office Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



DENNIS G. GODOY
Ratee
Date: JUL 19 2024

Approved: ROBELYN T. PIAMONTE
Head of Unit
Date: APR 11 2024

[illegible]

Average Rating		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Attend more trainings/seminars
on laboratory equipment
handling and proper
waste disposal of
laboratory waste

Evaluated & Rated by:

ROBELYN T. PIAMONTE

Dept/Unit Head

Date: JUL 23 2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Date: JUL 25 2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JUL 26 2024

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: DEPARTMENT OF PEST MANAGEMENT

Head of Office: ROBELYN T. PIAMONTE

Number of Personnel: 10

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring IPCR Targets for CY 2024 Assignment of Teaching Load TOS and Syllabus Preparation Preparation of documents for ISO Surveillance Audit, AACUP Accreditation, and for CHED COPC application		Meeting with DPM Faculty and Staff Meeting with concerned faculty and staff			Teaching load equally distributed Documents prepared for, AACCUP Accreditation and CHED COPC
Coaching What document to get and prepare for ISO surveillance audit, AACCUP Accreditation and CHED COPC application					Documents needed secured from concerned offices and staff

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ROBELYN T. PIAMONTE
Immediate Supervisor

Verified by:

SUZETTE B. LINA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dennis G. Godoy

Performance Rating: _____

Aim: In-house calibration of laboratory equipment

Proposed Interventions to Improve Performance:

Date: _____ Target Date: January - December 2024

First Step: Attend training on calibration of laboratory equipment

Result: acquire basic knowledge in proper handling and calibration of laboratory equipment

Date: _____ Target Date: September 2024

Next Step: Inventory of laboratory equipment with minor defects that needs repair

Outcome: laboratory equipment with minor issues were calibrated

Final Step/Recommendation: None. Attend trainings/ seminars on laboratory equipment maintenance

Prepared by:

ROBELYN T. PIAMONTE
Unit Head

Conforme:

DENNIS G. GODOY
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: DENNIS G. GODOY

Position: Laboratory Technician I

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		58				
Average Score		4.83				
Overall recommendation:						

ROBELYN T. PIAMONTE
Immediate Supervisor