

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **ERNESTO A. GONZAGA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.58	3.58 x 70%	2.51
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.42	3.42 x 30%	1.03
TOTAL NUMERICAL RATING			3.54

TOTAL NUMERICAL RATING: 3.54

Add: Additional Approved Points, if any: 0.1

TOTAL NUMERICAL RATING: 3.64

ADJECTIVAL RATING: **SATISFACTORY**


Prepared by:

Reviewed by:

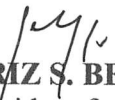
  
**ERNESTO A. GONZAGA, JR.**  
Name of Staff

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval:

  
**ANTONIO P. ABAMO**  
Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

ERNESTO A. GONZAGA, JR.  
Adm. Aide IV

  
MARIA AURORA TERESITA W. TABADA  
Head of Unit

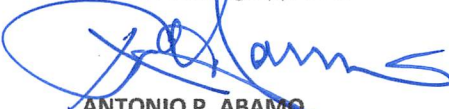
MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
<b>UMFO 6. General Administration and Support Services (GASS)</b>											
<b>OVPRE MFO 1. Administrative and Facilitative Services</b>											
							4	4	4	4	
	PI 1: Number of government forms/documents typed, prepared and facilitated for approval.		Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	200	275	4	4	4	4		
	PI 2: Number of letters and official communications prepared, recorded and sent to different departments/centers and clientele.		Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	35	45	4	4	4	4		
	PI 3: Number of MOUs, contracts, resolutions and official documents filled between BIDANI, SUCs and LGUs.		Files official forms and documents.	30	50	4	4	4	4		
	PI 4: Number of trainings facilitated.		Facilitated trainings conducted at SUCs & LGUs	2	3	4	4	4	4		
	PI 5: Number of handouts, forms, brochures, manuals and other documents reproduced and collated.		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	4500	6000						
<b>OVPI MFO 2. Frontline Services</b>											
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	100%	4	4	4	4.0		
	Best practices/new initiatives										
<b>OTHERS</b>											

	Property Custodian		Keeps accurate records of property memoranda receipts of each staff	60%	60%	3.5	3.5	3.5	3.50	
Additional work	AACCUP Area IX: Laboratories		Prepare draft PPP on Area IX	1		2.8	2.8	2.8	2.80	
Total Over-all Rating						13.80	13.80	13.80	14.70	
Average Rating						3.45	3.45	3.45	3.56	
Adjectival Rating						Satisfactory				

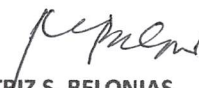
Evaluated & Rated by:

  
**MARIA AURORA TW. TABADA**  
 Dept/Unit Head

Recommending Approval:

  
**ANTONIO P. ABAMO**  
 Dean/Director

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President

*Mr. Gonzaga undergoes  
 refresher course on  
 office management.*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1- quality

2- efficiency

3- timeliness

4- average

**EMPLOYEE DEVELOPMENT PLAN**  
**JULY – DECEMBER 2017**

Name of Employee: ERNESTO A. GONZAGA JR.  
Performance Rating: SATISFACTORY

Date: January 15, 2018      Target Date: August 30, 2018

First Step:  
To attend a seminar on proper record filing especially property inventory since staff is assigned as property custodian of ISRDS

Result:  
Attended seminar and implement what is learned

Date: October 15, 2018      Target Date: November 30, 2018

Next Step:  
Proper updating of personnel data and rrecord filing especially of inventory of property since assigned as property custodian of the ISRDS

Outcome:  
Clients and stakeholders are satisfied with clerical services

Final Step/Recommendation:  
Continued enhancing and monitoring of clerical services offered to clientele.

Prepared by:

  
**MARIA AURORA T.W. TABADA**  
Unit Head

Conforme:

  
**ERNESTO GONZAGA JR**  
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2018

Name of Staff: ERNESTO A. GONZAGA, JR. Position: Administrative Aide IV

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		41				
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	3.42				

Overall recommendation : Satisfactory

  
**MARIA AURORA TERESITA W. TABADA**  
 Name of Head