



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LIZA ANN C. JAGONOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


LIZA ANN C. JAGONOS
Name of Staff


Reviewed by:


EDITHA G. CAGASAN
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **LIZA ANN C. JAGONOS**, of the Department of Development Communication, commits to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of JULY-DECEMBER 2021.

APPROVED:


LIZA ANN C. JAGONOS
 Ratee


EDITHA G. CAGASAN
 OIC-Head, DDC

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
OVPI MFO 6: General Administration and Support Services										
1	General Admin. & Support Services (GASS)	No. of ISO documents prepared	Encodes, collates and print documents	150	295	5.0	5.0	4.0	4.7	Communications, Notice of Meetings, Minutes of Meetings, Attendance Sheets, Accomplishment Reports, JO Contract, Actual Teaching Load, Individual Faculty Workload, Faculty Research Recommendation and Appointments, OBE Syllabus, VSUEE Cretion/Update, Gradesheets, Class Rosters, Registration Forms, Report of Grade Completion, MOU for Students Interns
		No. of ISO documents controlled	Controls/records ISO documents	150	295	5.0	5.0	5.0	5.0	As Department's dDRC

		No. of Non-ISO Documents prepared	Prepares Projected Workload, OPCR & IPCR with attachments	10	1	5.0	5.0	4.0	4.7	Projected Workload-2; IPCR Targets Jan-June & July-Dec.-14; IPCR Accomplishment with attachment Jan-June - 11; OPCR Target Jan-Dec 2021 - 1; OPCR Accomplishment 2021 Jan-June-1; OPCR July-Dec. 2021; OPCR Jan-Dec, 2022
		No. of DTR's, Travel Orders and Application for leave filed	Prepares, encodes, and print monthly DTR's, TO & Application for Leave	33	63	5.0	5.0	4.0	4.7	DTR - 45 TO - 8 Leave - 10
		No. of PPMP created, prepared and submitted	Created PPMP's using SPPMIS	1	6	5.0	5.0	5.0	5.0	Using SPPMIS
		No. of PR's and Vouchers, Liquidation of Petty Cash, Fuel RIS and JO Payrolls prepared and submitted	Created and submitted PRs, Voucher, RIS, Payroll, and Petty Cash	15	32	5.0	5.0	5.0	5.0	PRs - 8 Voucher - 4 Petty Cash - 2 RIS - 3 JO Payrolls - 15
	Efficient and Customers Friendly Frontline Service	PI 4. Zero percent complaint from clients served	Good rapport as front desk of DDC	80%	100%	5.0	5.0	5.0	5.0	100% no complaint
Total Rating for GASS									34.00	
Average Rating for GASS									4.86	
TOTAL OVER-ALL RATING									34.00	

Average Rating		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

Recommending Approval

Approved by:


EDITHA G. CAGASAN

OIC-Department Head

Date:


VICTOR B. ASIO

Dean, CAFS

Date:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Liza Ann C. Jagonos

Position: Administrative 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		60				

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		25				
Average Score		5.0				

Overall recommendation : _____



EDITHA G. CAGASAN

Printed Name and Signature
Head of Office