

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **JEROME G. GODOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.76

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:



JEROME G. GODOY
Name of Staff

Reviewed by:


SEAN O. VILLAGONZALO
Department/Office Head

Recommending Approval:

Approved:

N/A
Dean/Director

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JEROME G. GODOY, of the UCC commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.

JEROME G. GODOY

Ratee

Approved:

SEAN O. VILLAGONZALO

Head of Unit


MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
1. LAN Setup and Installation	Number of LAN lines installed	15	18	5	5	4	4.6	
	Number of computer LAN setup	15	16	5	5	4	4.6	
2. Computers and Equipment Repairs	Number computers and equipment repairs	5	5	4	5	5	4.6	
3. Technical Assistance	Number of instant messaging assistance	20	24	4	5	4	4.3	
	Number of Walk-in assistance	2	3	4	5	5	4.6	
	Number of video streaming assisted	2	2	4	5	5	4.6	
4. User/Computer Account Maintenance	Number of Equipment registered	10	18	5	5	5	5	
5. Clerical and Utility Work	Number of supplies and materials listed	2	4	5	4	5	4.6	
	Number of utility work	5	8	5	5	5	5	
Total Over-all Rating							4.65	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		
ADJECTIVAL RATING		Very satisfactory

Comments & Recommendations for Development Purpose:

Continue attending seminars & trainings that can improve our office efficiency & productivity.

Evaluated & Rated by:


SEAN O. VILLAGONZALO
Dept/Unit Head

Date: _____

Recommending Approval:

NA
Dean/Director

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Jerome G. Godoy Position: Admin Staff 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						
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					60
Average Score					5

Overall recommendation : Recommended to a higher position


Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Jerome G. Godoy**

Performance Rating: _____

Aim:

- ICT is a very dynamic technology and this requires a very dynamic skills of manpower, hence the ICT personnel must be very dynamic in learning new things related to ICT annually.

Proposed Interventions to Improve Performance:

Date: January-June 2018 Target Date: June 30, 2018

First Step:

* Find regional and national short term trainings, seminars, workshop, conference & convention related to ICT.

Result:

* Several regional, national ICT related trainings are available.

Date: July-December 2018 Target Date: December 31, 2018

Next Step:

* Send JGGodoy to ICT related trainings, seminars, workshop, conference & convention.

Outcome:

- * Improved skills and technique due to training, seminars attended.
- * Faster resolution of ICT related problems due to enhanced skills.
- * Improved ICT analytic skills due to training attended.

Final Step/Recommendation:

* Due to the dynamism in ICT technology itself, continue sending JGGodoy annually to training, seminar, workshop, conferences and conventions.

Prepared by:


SEAN O. VILLAGONZALO

Unit Head

Conforme:


JEROME G. GODOY

Name of Ratee Faculty/Staff