



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MIZAE B. CERNA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.27	70%	2.99
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.32

TOTAL NUMERICAL RATING: 4.32
Add: Additional Approved Points, if any: N/A
TOTAL NUMERICAL RATING: 4.32

FINAL NUMERICAL RATING 4.32

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MIZAE B. CERNA
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

LILIAN B. NUÑEZ
Dean/Director


Approved:

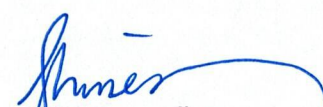
ROTACIO S. GRAVOSO
Vice President



Individual Performance Commitment and Review Form (IPCR)

I, **MIZAE B. CERNA**, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January to June 2024.


MIZAE B. CERNA
 Ratee
 Date: 7-8-24

Approved: 
LILIAN B. NUÑEZ
 Director, ISRDS
 Date: 7-10-24

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
A. Administrative Support	No. of visual materials and posters prepared	Prepare visual materials, posters, and backdrops	20	20	5	5	5	5	
		Design/layout logo for ISRDS and CME	2	2	2	2	2	2	
		Design/ layout ISRDS display exhibits	2	1	5	5	5	5	
		Bind instructional materials, research and extension reports,etc.	30	25	3	3	3	3	
		Lettering of names on certificates/documents, experimental plots label	20	20	3	3	3	3	
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaints	100% no complaints	5	5	5	5	
		No. of clients	200	200	5	5	5	5	
OTHERS									
Printing of T-shirts and letter cut-outs for VSU			50	20	5	5	5	5	


Messengerial services- ISRDS, other Departments under CME, and Gender Resource Center	No. of documents delivered and facilitated	No. of delivered documents from ISRDS and other Departments under CME	1000	1680	5	5	5	5	
		No. of delivered documents from GRC	50	25	4	4	4	4	
Cleaning		No. of spaces cleaned daily	4	4	5	5	5	5	
Total Over-all Rating		47.0							

Average Rating (Total Over-all rating divided by 4)	4.273	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.27	
ADJECTIVAL RATING	Very Satisfactory	

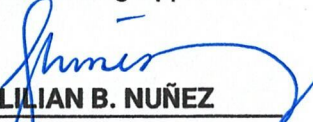
Comments & Recommendations for Development Purpose:

Utilize sole time for productive activities

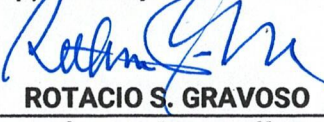
Evaluated and Rated by:


LILIAN B. NUÑEZ
 Director, ISRDS
 Date: 7-10-24

Recommending Approval:


LILIAN B. NUÑEZ
 Dean, CME
 Date: 7-10-24

Approved by:


ROTACIO S. GRAVOSO
 VP for Academic Affairs
 Date: 6/12/24

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

PERFORMANCE MONITORING FORM
JANUARY – JUNE 2024

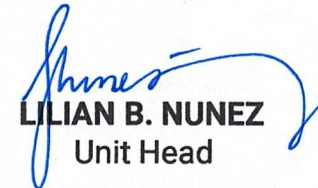
Name of Employee: **MIZAE B. CERNA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Perform messengerial tasks for ISRDS and other departments (DBM, CME, DEcon, GRC)	Documents delivered	Daily	Daily	Daily	Needs Improvement	Satisfactory	Need up-to-date delivery, follow-up, and pick-up of documents.
2	Maintain cleanliness of assigned areas at ISRDS	Clean areas	Daily	Daily	Daily	Very impressive	Outstanding	Is diligent in performing task

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LILIAN B. NUNEZ
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIZAEL B. CERNA

Performance Rating: _____

Aim: To gain computer skills inn graphic arts and design and painting

Proposed Interventions to Improve Performance:

Date: July 15, 2024

Target Date: August 31, 2024

First Step:

Practice using computer for simple applications. Attend a relevant training.

Result:

Confidence in using computer; skills gained

Date: September 1, 2024

Target Date: November 15, 2024

Next Step: Explore on computer graphic arts and design

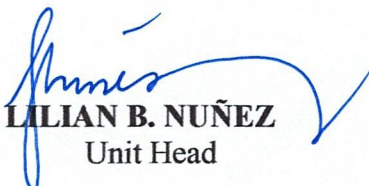
Practice constantly.

Outcome: Graphic art & design skills gained

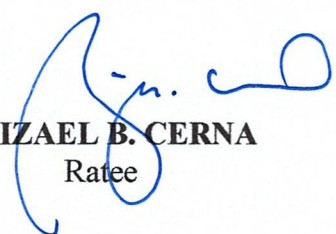
Final Step/Recommendation:

Produce graphic arts and design using appropriate computer software and applications

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


MIZAEL B. CERNA
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2024

Name of Staff: MIZAEL B. CERNA Position: Administrative Aide III

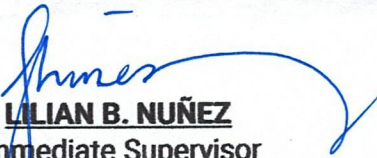
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1



the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	53				
Average Score	4.42				
Overall recommendation: Minimize tardiness & utilize idle time for productive activities.					


LILIAN B. NUÑEZ
 Immediate Supervisor