

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DR. GUIRALDO C. FERNANDEZ, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	20%	5.00	1.00
2. Research			
3. Extension			
4. Administration	80%	5.00	4.00
5. Production			
<b>TOTAL</b>	<b>100%</b>		<b>5.00</b>

EQUIVALENT NUMERICAL RATING: **5.00**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Name of Faculty

Reviewed by:

  
**JETT C. QUEBEC**  
Head, DLABS

Approved by:

  
**EDGARDO E. TULIN**  
President



### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOR/UNIVERSITY SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

GUIRALDO C. FERNANDEZ, JR.

Ratee

Approved:

EDGARDO E. TULIN

President

Appointment Status	Appoitment/ Status	No.
Head	Designated BOR Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
TOTAL		3

Rating Equivalents:  
5-Outstanding  
4-Very Satisfactory  
3-Satisfactory  
2-Fair  
1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>U-MFO 1. HIGHER EDUCATION MANAGEMENT SERVICES</b>	<b>PI4</b> Total FTE coordinated, implemented & monitored								
	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	1.5	2.85	5	5	5	5.00	ScSc 13n, IPHP 002, Envi 200
	<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5.00	ScSc 13n, IPHP 002, Envi 201
	<b>A11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	none	-	-	-	-	
	<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
	<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Midterm and Final Exam
	<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	



MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS</b>	<b>PI1</b> Number of BOR Meetings facilitated	Facilitating Board of Regents & Finance Committee Meetings	2 meeting	2 meeting	5	5	5	5.00	Meetings were held via Video Conference
	<b>PI4</b> Number BOR Finance Committee (BOR-FC) Meetings facilitated		2 meetings	6 meetings	5	5	5	5.00	
	<b>PI3</b> Number of Pages of Completed BOR/BOR-Finance/AACAD Committee Minutes of Meetings	Prepared Minutes of BOR/BOR-FC/AACAD Committee meetings	75 pages	86 pages	5	5	5	5.00	
	<b>PI5</b> Number of BOR/FC/AACAD Matrix of Actions Prepared	Prepared BOR/Admin. Matrix of Actions	2 Matrix of Actions	8 Matrix of Actions	5	5	5	5.00	
	<b>PI6</b> Number of Resolutions Prepared/Signed by the Board of Regents	Prepared Board Resolutions	35 BOR Resolutions	15 BOR Resolutions	5	5	5	5.00	
	<b>PI9</b> Number of BOR Referenda Prepared & Passed for Board Approval	Prepared Board Referenda	5 Referenda	6 Referenda	5	5	5	5.00	
<b>OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY</b>	<b>PI1</b> Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings	Facilitating UADCO & UAC Meetings	2 meetings	5 meetings	5	5	5	5.00	
	<b>PI2</b> Number of pages of Completed UADCO/UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	50 pages	75 pages	5	5	5	5.00	
	<b>PI5</b> Number of documents screened and processed for conformity to BOR Requirements	Screened and processed document for BOR meeting	5 documents	20 documents	5	5	5	5.00	
<b>TOTAL OVER-ALL RATING</b>					<b>70</b>	<b>70</b>	<b>70</b>	<b>70.00</b>	

<b>Average Rating (Total Over-all rating divided by 14)</b>	<b>5.00</b>
<b>Additional Points:</b>	
Punctuality	-
Approved Additional points (with copy of approval)	-
<b>FINAL RATING</b>	<b>5.00</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

Comments & Recommendations for Development Purpose:

*Highly dependable personnel.  
Excellent.*

Evaluated & Rated by:

  
**EDGARDO E. TULIN**  
Head of Unit

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

Approved by:

  
**EDGARDO E. TULIN**  
President

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

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average





Exhibit O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July 1, 2020 – December 31, 2020

Name of Staff : GUIRALDO C. FERNANDEZ, JR. Position: BOR/University Secretary

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 ( <i>both for subordinates and supervisors</i> )	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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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				

Overall recommendation : \_\_\_\_\_

  
**EDGARDO E. TULIN**  
 President



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : GUIRALDO C. FERNANDEZ, JR.  
Performance Rating : \_\_\_\_\_

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: 11 October 2020 Target Date: 20 October 2020

First Step : Analyze flow (process) of the report preparation.  
\_\_\_\_\_  
\_\_\_\_\_

Result : Factors leading to delay identified.  
\_\_\_\_\_  
\_\_\_\_\_

Date: 03 November 2020 Target Date: 27 December 2020

Next Step : Identify and institute measures to correct the factors leading to delay in  
Preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:

  
EDGARDO E. TULIN  
President

Conforme:

  
GUIRALDO C. FERNANDEZ, JR.  
BOR/University Secretary