



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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 | 4.83 | 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.85 |

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

LIZA ANN C. JAGONOS
Name of Staff

Reviewed by:

ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:

SUZETTE B. LINA
Dean, FAFS

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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 **July-December 2024**.


LIZA ANN C. JAGONOS
Ratee

Approved: 
ULDERICO B. ALVIOLA
Department Head, DDC

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|-------------------------------------|---------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO 1: General Administration and Support Services | | | | | | | | | |
| General Admin. & Support Services (GASS) | PI 1. No. of ISO documents prepared | Encodes, collates and print documents | 75 | 635 | 5 | 5 | 5 | 5 | Communications-116, Notice of Meetings-5, Minutes of Meetings-5, Attendance Sheets-6, Accomplishment Reports-58, JO Contract-6, Actual Teaching Load-1, IFWL-8, Research Approval Sheet-1 and Routing slips-1, Registration Forms-182, Report of Grade Completion-16, Class missed-12, Certification-42, Justification-4, Publication of Vacancy-2, Rating instrument-12, Competency assessment-12, Ranking-1, Recommendation to attend training-7, Part time instructor DTR-12, OBE Evaluation-15, OBE Syllabus-15, MOA-3, Parental Consent-7, Internship transmittal-43, Internship approval sheet-43 |

[illegible]

| | | |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 4) | | 4.86 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.86 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments & Recommendations for
Development Purpose:

Good job!

Evaluated & Rated by:

Recommending Approval:

Approved by:

ULDERICO B. ALVIOLA

Dept/Unit Head

Date: _____

SUZETTE B. LINA

Dean, FAFS

Date: _____

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/12/25

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

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----|---------------------------------|
| | 1st | Q U A R T E R |
| | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: Department of Development Communication

Head of Office: Dr. Ulderico B. Alviola

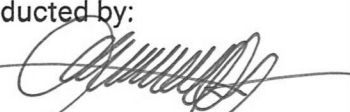
Number of Personnel: 13


| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------------------|-----------------------|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| 1. Monitoring of classes, progress of student-theses advising, submission of grades, teaching performance and other academic related activities. | Done in September 2024 | Done in December 2024 | | | Done through class observations, notice to faculty, reminders, face to face and group meetings. |
| 2. Monitoring of their research and extension activities as well as their respective projects funded by VSU and outside of VSU. | Done in September 2024 | Done in December 2024 | | | They were asked on updates of their on-going research and projects. |
| Coaching | | | | | |
| 1. Some tips are given during meetings and team building activities to improve their teaching performance, | Done in January 2025 | Done in December 2025 | | | |
| 2. Individual consultations done with the admin staff. | Done in January 2025 | Done in December 2025 | | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


ULDERICO B. ALVIOLA
Immediate Supervisor


SUZETTE B. LINA
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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 (<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 | | 58 | | | | |
| 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 | | 4.83 | | | | |
| Overall recommendation: | | | | | | |


ULDERICO B. ALVIOLA
 Immediate Supervisor