



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: EDDIE M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.29	30%	1.28
TOTAL NUMERICAL RATING			4.7

TOTAL NUMERICAL RATING: 4.7
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.7

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


EDDIE M. ISRAEL
Name of Staff

Reviewed by:


CHRISTINA A. GABRILLO
Station Manager

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EDDIE M. ISRAEL, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1, 2019 to June 30, 2019.

Eddie M. Israel
EDDIE M. ISRAEL
 Ratee

Approved: *Christina A. Gabrillo*
CHRISTINA A. GABRILLO
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS									
OVPIMFO 8: Development Broadcasting and Communication Services									
DYDC-FM MFO1	PI3: Number of best practices/new initiatives	SERVED FOOD DURING LIVE COVERAGES OF THE STATION	10	15	5	5	4	4.67	VSU ANNIVERSARY, REQUESTED EVENT COVERAGE
		MENTORED THE NEW DDC CLERK ON SOME CLERICAL JOBS	15	25	5	5	4	4.67	MENTORING THE DDC CLERK
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
OVPIMFO 1: Administrative and Facilitative Services									
	PI4: Number of documents prepared, encoded and printed	PRINTED LETTER REQUESTS, VOUCHERS, TRAVEL ORDERS, PURCHASE REQUESTS, PURCHASE ORDERS, ARE, APPOINTMENTS, APPLICATION FOR LEAVE, INSPECTION REPORT, WASTE MATERIAL REPORT, OBR, BUR, BIR FORMS, ABSTRACT OF QUOTATIONS, RIS, OIC DESIGNATIONS, OPCR, IPCR, ANNUAL REPORT, ETC.	200	397	5	5	5	5.00	PREPARED DOCUMENTS AS STATION CLERK

		DELIVERED PREPARED DOCUMENTS TO THE ADMINISTRATION BUILDING AND OTHER CONCERNED OFFICES AND MADE FOLLOW-UPS	80	180	5	5	5	5.00	SUBMITTED DOCUMENTS AS UTILITY PERSON OF THE STATION
		CLEANED OFFICES, STUDIOS, HALLWAY, STAIRS AND REST ROOMS OF THE STATION	5	5	5	5	5	5.00	CLEANING JOB
OVPIMFO 2: Efficient Customer-Friendly Assistance									
DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	0	0	5	5	5	5.00	ZERO COMPLAINT
Total Over-all Rating			29.33						
Average Rating (Total Over-all rating divided by 4)			6						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.89						
ADJECTIVE RATING			OUTSTANDING						

**Comments & Recommendations
for Development Purpose**

Great Job!

Evaluated & Rated by:


CHRISTINA A. GABRILLO

Dept/Unit Head

Date: _____

Approved by:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: JANUARY 2019 TO JUNE 2019

Name of Staff: EDDIE M. ISRAEL

Position: ADMINISTRATIVE AIDE VI

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 fails 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 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		55				
Average Score		4.58				

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		20				
Average Score		4.0				

Overall recommendation : _____


CHRISTINA A. GABRILLO, PhD
Name of Head

"Exhibit I"

PERFORMANCE MONITORING FORM


Name of Employee: EDDIE M. ISRAEL

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	Prepare, print and produce government forms such as payroll, vouchers, travel orders, purchase orders, PPMP, etc.	Standard and approved government forms	January 2019	June 2019	June 2019	Impressive	Outstanding	
2	Print reimbursements vouchers from travel and petty cash.	Reimbursed travel and replenished petty cash	January 2019	February 2019	February 2019	Impressive	Outstanding	
3	Participate in seminars for support staff	Attendance to seminars	January 2019	February 2019	April 2019	Impressive	Outstanding	
4	Deliver all documents to concerned offices and make follow-ups	Documents delivered	January 2019	January 2019	January 2019	Impressive	Outstanding	
5	Clean offices, hallways, stairs and rest rooms of the station	Clean assigned areas	January 2019	January 2019	January 2019	Very Impressive	Outstanding	
6	Perform other functions assign by the head	Printing of annual reports	January 2019	January 2019	January 2019	Impressive	Outstanding	

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

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

Prepared by:


DR. CHRISTINA A. GABRILLO
 Station Manager

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDDIE M. ISRAEL

Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: January to June 2019

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: April 2019

Target Date: January to June 2019

Next Step: Attend ISO 9001:2015 Awareness Seminar and Seminar-Workshop on Records Management Compliant to ISO 9001:2015

Outcome: Gained knowledge in ISO 9001:2015

Final Step/Recommendation:

Prepared by:


CHRISTINA A. GABRILLO
STATION MANAGER

Conforme:

EDDIE M. ISRAEL
Name of Ratee Faculty/Staff