

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	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.36	30%	1.30
TOTAL NUMERICAL RATING			4.33

TOTAL NUMERICAL RATING: 4.33
Add: Additional Approved Points, if any: .1
TOTAL NUMERICAL RATING: 4.43

FINAL NUMERICAL RATING 4.43

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MIZAE B. CERNA
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:

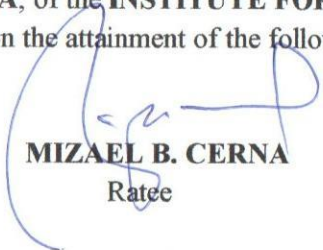
ANALITA A. SALABAO
Dean

Approved:

BEATRIZ S. BELONIAS
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 and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December 2019.


MIZAE B. CERNA
Ratee

Approved:


MARIA AURORA T. W. TABADA
Director, ISRDS

MFOs/PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
A. Administrative Support	No. of visual materials, streamers, backdrops and posters prepared	Prepared visual materials, streamers, backdrops and posters	20	18	5.00	4.00	4.00	4.33	
		Designed /layouted logo for ISRDS and CME	1	1	5.00	4.00	4.00	4.33	
		Designed/ layouted ISRDS display/ exhibits	1	1	5.00	4.00	4.00	4.33	
		Bound instructional materials, research and extension reports,etc.	15	20	5.00	5.00	5.00	5.00	
		Lettering of names on certificates & documents	10	50	5.00	5.00	5.00	5.00	

Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5.00	4.00	4.00	4.33
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OTHERS

Teaching Performance Ealuation	No. of evaluations conducted and results submitted to	Conducted teaching performance evaluation	15	15	5.00	4.00	4.00	4.33
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Messengerial services	No. of documents delivered and facilitated	delivered documents	100	90	3.00	3.00	3.00	3.00
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Total Over-all Rating					38.00	33.00	33.00	34.67
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Average Rating					4.75	4.13	4.13	4.33
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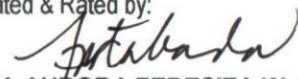
Adjectival Rating					VERY SATISFACTORY			
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Average Rating (Total over-all rating divided by 4)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING:	
ADJECTIVAL RATING:	

Comments & Recommendations for Development Purpose:

Mr. Cerna's skills in the visual arts (painting) and drafting require certification. VSU can assist him in this matter of applying for certification for his artistic skills since he lacks the academic requirement. We are encouraging him to become certified so he can pply for an artist illustrator item incstead of the Admin 3 (utility) item he is occupying now.

Evaluated & Rated by:


MARIA AURORA TERESITA W. TABADA

Dept./Unit Head

Date: 1/20/2020

Recommending Approval


ANALITA A. SALABAO

Dean

Date: 2/19/20

Approved:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 2/18/20

1- Quality

2- Efficiency

3- Timeliness

4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: Mizael B. CernaPosition: Adm. Aide 3

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 (<i>For supervisors only to be rated by higher supervisor</i>)					
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					
4.36					

Overall recommendation :

✓


Name of Head