



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: MIZAE B. CERNA

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.15                    | 70%                      | 2.91                                    |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.58                    | 30%                      | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.28</b>                             |

TOTAL NUMERICAL RATING: 4.28

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.28

FINAL NUMERICAL RATING 4.28

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MIZAE B. CERNA  
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ  
Department/Office Head

Recommending Approval:

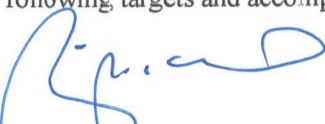
MOISES NEIL V. SERIO  
Dean/Director

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 on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January to June 2023.

  
**MIZAE B. CERNA**  
 Admin. Aide III  
 Date: July 6, 2023

Approved:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS  
 Date: 7/7/2023

| MFOs/PAPs   | Success Indicators                           | Tasked Assigned  | Target             | Actual Accomplishment | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> | Remarks |
|---|--|--|--------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| <b>A. Administrative Support</b>                  | No. of visual materials and posters prepared | Prepare visual materials and posters                                   | 20                 | 15                    | 5              | 5              | 5              | 5              |         |
|   |  | Design/layout logo for ISRDS and CME                                   | 2                  | 1                     | 4              | 4              | 4              | 4              |         |
|   |  | Design/ layout ISRDS display exhibits                                  | 2                  | 2                     | 4              | 4              | 4              | 4              |         |
|   |  | Bind instructional materials, research and extension reports,etc.      | 30                 | 25                    | 3              | 3              | 3              | 3              |         |
|   |  | Lettering of names on certificates/documents, experimental plots label | 20                 | 15                    | 4              | 4              | 4              | 4              |         |
| Efficient and customer-friendly frontline service | 0% complaint from client served              | Served clients   | 100% no complaints | 100% no complaints    | 5              | 5              | 4              | 4.67           |         |
|   |  | No. of clients   | 200                | 200                   | 5              | 5              | 5              | 5              |         |



| OTHERS                      |  |                             |    |       |   |   |   |   |  |
|-----------------------------|--|-----------------------------|----|-------|---|---|---|---|--|
| Printing of T-shirts        |  |                             | 50 | 0     | 1 | 1 | 1 | 1 |  |
| Messengerial services-ISRDS | No. of documents delivered and facilitated | delivered documents         | 50 | 1,671 | 5 | 5 | 5 | 5 |  |
| Gender Resource Center      |  |                             | 50 | 30    | 5 | 5 | 5 | 5 |  |
| Cleaning                    |  | No. of spaces cleaned daily | 4  | 4     | 5 | 5 | 5 | 5 |  |
| Total Over-all Rating       |  |                             |    |       |   |   |   |   |  |

|  |  |                   |
|--|--|-------------------|
| Average Rating (Total Over-                        |  | 4.24              |
| Additional Points:                                 |  |                   |
| Approved Additional points (with copy of approval) |  |                   |
| FINAL RATING                                       |  | 4.24              |
| ADJECTIVAL RATING                                  |  | Very Satisfactory |

**Comments & Recommendation for Development Purpose:**

*Learn to computerize arts & design.*

Evaluated and Rated by:

*Lilian B. Nuñez*  
**LILIAN B. NUÑEZ**  
 Dept./Unit Head

Date 7/7/2023

Recommending Approval:

*Moises Neil V. Serino*  
**MOISES NEIL V. SERIÑO**  
 Dean

Date 7/14/23

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

Date 7/21/23

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2023

Name of Staff: Mizael B. Cerna

Position: Administrative 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>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   |   |   |   |   |   | 55    |  |  |  |  |
| Average Score   |   |   |   |   |   | 4.58  |  |  |  |  |

Overall recommendation : Gain interest in attending trainings.

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIZAEL B. CERNA

Performance Rating: 4.28

Aim: To possess skills in computer graphics and produce computerized outputs.

Proposed Interventions to Improve Performance:

Date: July 1, 2023

Target Date: July-December 2023

First Step:

Familiarize oneself with computer graphics software and practice regularly.

Result:

Adeptness in using computer graphics software.

Date: August 1, 2023

Target Date: July-December 2023

Next Step:

Produce computerized designs for ISRDS events and activities.

Outcome: Skill in producing computer-generated artworks.

Final Step/Recommendation:

Produce computer-generated tarpaulin design and other outputs.

Prepared by:

  
LILIAN B. NUÑEZ  
Unit Head

Conforme:

  
MIZAEL B. CERNA  
Name of Ratee Faculty/Staff