


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CELSO P. GODOY

Particulars	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.779	70%	3.3453
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL RATING			4.8453

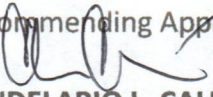
TOTAL NUMERICAL RATING: 4.8453
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING 4.8453

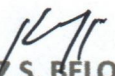
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CELSO P. GODOY
Name of Staff

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.
Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

CELSO F. GODOY

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

[illegible]

Average Rating		4.779
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.779
ADJECTIVAL RATING		OUTSTANDING

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Comments & Recommendations for Development Purpose: Mr Godoy serves the department well doing what is expected of him as an administrative staff of the department. Yet, he should always keep in his mind that there is always room for improvement.

BEATRIZ S. DELONIAS

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **CELSO P. GODOY**

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.	Performs messengerial services	Documents delivered, processed and followed-up on time	July 2019	Within the semester	Everyday	Impressive	Outstanding	
2.	Cleans and maintains the faculty rooms, comfort rooms, department offices, and equipment	Classrooms cleaned ready for use by the faculty & students; serviceable equipment; cleaned faculty offices and comfort rooms	July 2019	Within the semester	Everyday	Impressive	Very Satisfactory	
3.	Reproduces test papers and other official documents	Test Papers and other instructional materials	July 2019	As the need arises	Within the rating period	Impressive	Outstanding	
4.	Facilitates the repair of damaged chairs, tables, fixes minor electrical problems	Repaired and fabricated chairs and tables for office and classroom use	July 2019	As the need arises	Within the semester	Impressive	Outstanding	
5.	Participates in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2019	September 2019	September 2019	Impressive	Outstanding	
6.	Performs other functions assigned by the head of the department and the CAC Head	Minor repairs/carpentry services/electrical services	July 2019	Within the semester	December 2019	Impressive	Outstanding	Seek the assistance of GSD Personnel for major repairs/check-up

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

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

Prepared by:


GUIRALDO G. FERNANDEZ, JR.
 [Department Head]

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DEC-2019

Name of Staff: CELSO P. GODOY

Position: Admin. Aide I

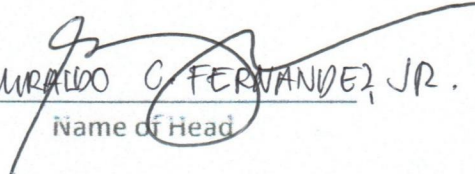
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (For supervisors only to be rated by higher supervisor) N/A					
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					

Overall recommendation : _____


GUINALDO C. FERNANDEZ, JR.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CELSO P. GODOY

Performance Rating: Outstanding

Aim: *To maintain the cleanliness of the department surroundings and process documents on time.*

Proposed Interventions to Improve Performance

Date: January, 2019

Target Date: January-December 2019

First Step:

1. Provide trash bins in every classroom
2. Make a schedule for processing documents

Result:

1. Cleaned surroundings and classrooms
2. Efficient processing of documents

Date

:

Target Date:

Next Step

NONE

Outcome:

N/A

Final Step/Recommendation:

N/A

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


CELSO P. GODOY
Employee