



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

CELSO P. GODOY

Particulars	Numerical Pent Rating (2) Wei		Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR Supervior/Head's assessment of his	4.779	70%	3.3453
contribution towards attainment of office accomplishment	5.000	30%	1.5000
TOTAL NUMERICAL	4.8453		

TOTAL NUMERICAL RATING:

4.8453

Add: Additional Points, if any: TOTAL NUMERICAL RATING

4.8453

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

A July

GUIRALDO C. FERNANDEZ, JR.
Department/Office Head

Name of Staff

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Cleso P. Godov</u> of the <u>Department of Liberal Arts and Behavioral Sciences</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY-DECEMBER 2019.</u>

CELSO P. GODOY

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

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MFO & PAF's	Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
WII O OL PAPS	Success malcators	rasks Assigned		Accomplishment	Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Messengerial Services	Number of documents delivered and followed- up	Delivers and follows-up documents on time	95% of documents	100%	5	5	5	5.00	
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building and comfort rooms	95% of assigned areas	100%	4	5	5	4.67	
	Number of trashcans/trashboxes maintained	Implements solid waste management and proper segregation of waste	95% of assigned areas	100%	5	5	4	4.67	
	Number of offices & classrooms windows and doors opened and closed	Opens and closes doors and windows of offices and classrooms before and after office hours & classes	95% of assigned areas	100%	5	5	5	5.00	
Ground/Building mprovement and andscaping		Cleans plant boxes, walls and ceilings of offices and classrooms	areas	100%	4	5	4	4.33	
		Drains the gutters and cleans the canals	95% of assigned areas	100%	5	5	4	4.67	
		Grasscuts/mows the surroudings of the dept.	95% of assigned areas	100%	5	5	5	5.00	
Aimeographing Services	Number of test papers and instructional materials reproduced	Operates the copy printer	95% of test papers and IMS	100%	5	5	5	5.00	
Other Services	Number of department activities facilitated and facilities fixed and repaired		95% of requests	100%	4	5	5	4.67	
otal Over-all Rating								43.01	

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

Evaluated &	Rated	by:
4	~	_

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:	

-		
Docam	Mendina	Monroval
recepin	Michael	Approval:

CANDELARIO L. CALIBO

College Dean

Date:

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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. BELÓNIAS



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:

[Department Head

Instrument for Performance Effectiveness of Administrative Staff Rating Period: VLV - DGC - 2019

Position: Admid. Lide I CELSO P. GODOY Name of Staff:

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

Commitment (both for subordinates and supervisors)	1		Scale		
Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding transacting business.	5)	4	3	2	1
2. Makes self-available to clients even beyond official time.	(5)	4	3	2	1
 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. 	(3)	A minimum or management of man	3	2	11
 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 	(5)	4	3	2	1
 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
 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
 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	1-1

_	 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 	(5)	Δ	3	2	1
	attainment of the functions of the university.	To Vanda	Shows the Same		arcan yaaan	
10	Maximizes office hours during lean periods by performing non-routine		opinionista (tr.		1	
	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	2. Willing to be trained and developed.	5)	4	3	2	1
	Total Score					
	peadership & Management (For supervisors only to be rated by higher upervisor)	The second secon		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	Total Control
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					
attralphic to the	Average Score				and the latest transfer	mat-ma

Overall recommendation

GWRATIOO C FERVANDE? JR.





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, J

Department Head

Conforme:

CELSO P. GODOY

Employee