



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ERNESTO A. GONZAGA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.25	70%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: 4.23

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.23

FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ERNESTO A. GONZAGA, JR
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ERNESTO A. GONZAGA, Jr., Administrative Aide VI, of the ISRDS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December, 2022.

ERNESTO A. GONZAGA, JR.

Adm. Aide VI

Date: 1/12/2023

LILIAN B. NUÑEZ

Head of Unit

Date: Jan. 13, 2023

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPRE MFO 1. Administrative and Facilitative Services											
	PI 1: Prepares administrative documents of the Institute.			Preparation of administrative documents (external and internal forms) and other official documents.	500	500	4	4.5	4.5	4.3	
	PI 2: Prepares and monitors financial documents of the Institute			Preparation and monitoring of financial and official documents of the Institute. & correspondence, recording of incoming and outgoing communications.	100	160	4	4.5	4.5	4.3	
	PI 3: Documents and files Institute records and documents in accordance with established and/or standard documentation.			Filed Institute records and official forms /documents.	400	500	4	4	4	4	
	PI 4: Serves as deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification				90%	100%	4	4	4	4	
	PI 5: Facilitates college-wide activities.				90%	90%	4	4.5	4.5	4.3	

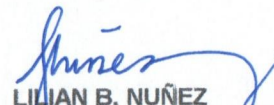
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	90%	90%	45	45	45	0.00
	Best practices/new initiatives								45
Total Over-all Rating			25.4			0.00	0.00	0.00	0.00

Average Rating (Total Over-all rating divided by 4)	4.25	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.25	
ADJECTIVAL RATING	VS	

Comments & Recommendations for Development Purpose:

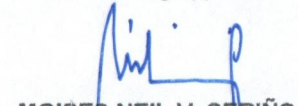
Improve mastery of filing documents.

Evaluated & Rated by:



LILIAN B. NUÑEZ
Dept./Unit Head

Date: Jan. 8, 2023

Recommending Approval:


MOÍSES NEIL V. SERINO
Dean
Date: Jan. 25, 2023

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: Jan. 26, 2023

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Ernesto A. Gonzaga, Jr.

Position: Administrative Aide 6

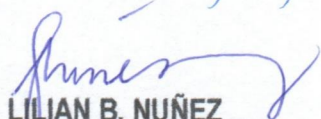
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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)						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						50				
Average Score						4.57				

Overall recommendation : Improve mastery of filing documents.



LILIAN B. NUÑEZ

Printed Name and Signature
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERNESTO A. GONZAGA, JR.

Performance Rating: 4.23

Aim: To serve as an efficient (deputy) document and records controller

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: January 15, 2023

First Step:

Review all guidelines in controlling and filing documents.

Result:

Date: January 16, 2023

Target Date: February 15, 2023

Next Step:

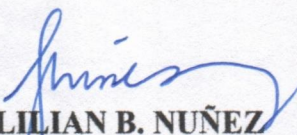
Review filing system to identify errors. Correct errors such as missing control numbers.

Outcome: Filing system that is complete and readily accessible to all staff

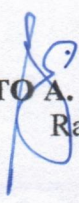
Final Step/Recommendation:

Master the filing and controlling of documents not only for easy traceability but also to avoid NCs and/or OFIs during ISO internal and external audits.

Prepared by:


LILIAN B. NUÑEZ
Director, ISRDS

Conforme:


ERNESTO A. GONZAGA, JR.
Ratee