



**Annex P**

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

Name of Administrative Staff: RHEA ANGELIE F. DAYONDON

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.9	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: N/A

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: **Outstanding**

Prepared by:

RHEA ANGELIE F. DAYONDON

Name of Staff

Reviewed by:

LILIAN B. NUÑEZ

Department/Office Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **RHEA ANGELIE F. DAYONDON**, Administrative Aide III, of the **INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to December 2024**.

**RHEA ANGELIE F. DAYONDON**

Ratee

Date: January 20, 2025

Approved:

**LILIAN B. NUÑEZ**

Director, ISRDS

Date: 1-21-25

MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Prepares administrative and official documents and facilitates approval of the Institute.	Preparation of administrative documents (external and internal forms) and other official documents of the Institute & correspondence, recording of incoming and outgoing	50	248	5	5	5	5.00	
	PI 2: Prepares tracking code of administrative and official documents of the Institute.	Preparation of tracking code of administrative documents (external and internal forms) and other official documents for document tracking.	200	562	5	5	5	5.00	
	PI 3: Manages the recording and filing of Institute records and official forms /documents in accordance with established and/or standard documentation		50	187	5	5	5	5.00	
	PI 4: Serves as deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification		90%	100%	5	5	5	5.00	
	PI 5: Assists in the accreditation (AACUP, ISO, RQUAT) activities.		90%	100%	5	5	5	5.00	



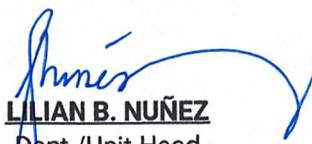
	PI 6: Manages ISRDS Facebook Page.		8	9	5	4	4	4.33	
<b>OVPI MF0 2. Frontline Services</b>									
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100% no complaint	100% no complaint	5	5	5	5.00	
	Best practices/new initiatives								
<b>Total Over-all Rating</b>								<b>34.33</b>	

Average Rating (Total Over-all rating divided by 4)	4.90
<b>Additional Points:</b>	
Approved Additional points (with copy of approval)	
<b>FINAL RATING</b>	<b>4.90</b>
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>

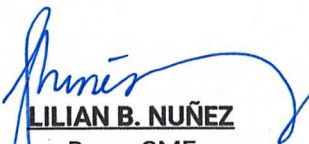
**Comments & Recommendations for Development Purpose:**

*Keep up the good work!*

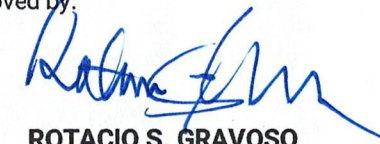
Evaluated & Rated by:

  
**LILIAN B. NUÑEZ**  
 Dept./Unit Head  
 Date: 1-21-25

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
 Dean, CME  
 Date: 1-21-25

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: 1-30-25

1- Quality

2- Efficiency

3- Timeliness

4- Average

# PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8  Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28				Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)				Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger gc; provided assistance in



					formatting
Submission of grades				Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Preparation for the AACUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7			Visited each Area in google drive and discussed with Area incharge	Online AACUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings				Discussed with participants on complying with necessary documents -as need arises	
Daily attendance				Checked logbook randomly  Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)				Approved application for leave forms	
<b>Coaching</b>					
On completing masteral studies	Discussed with staff on thesis work status -August -October -December				
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024  Discussed with faculty member on deferment of start of sabbatical leave				Effectivity: January 15, 2025  Effectivity: October 1, 2024

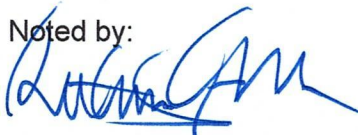
	-August 2024				
Improvement of filing system	Discussed with dDRCs as the need arose -monthly				

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

Noted by:

  
**ROTACIO S. GRAVOSO**  
 VP-Academic Affairs

## TRACKING TOOL FOR MONITORING TARGETS

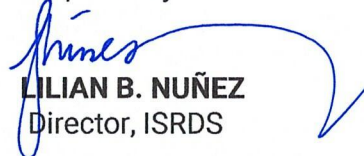
JULY – DECEMBER 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS	
				July	Aug	Sept	Oct	Nov	Dec		
<b>MFO 1: ADVANCED EDUCATION &amp;  MFO 2: HIGHER EDUCATION SERVICES</b>	Teaching	All faculty members	August-December		Accomplished						DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298
	Instructional Materials development, updating, and utilization	All faculty members	August-December		Accomplished						
	Allocate time for student consultations	All faculty members	August-December		Accomplished						As course professors/instructors, academic advisers, GACs, & other committees involving student consultations
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December		Accomplished						1 <sup>st</sup> Sem 2024-2025
	Submit grade sheets	All faculty	December 16-31		Accomplished						Almost 100% submitted on time
<b>MFO 3: RESEARCH SERVICES</b>	Conduct research and submit research progress reports and outputs	GA Delima	July-December	Accomplished for 1 project						GAD Studies	
		LB Nuñez	July-December	Accomplished for 1 project						KTP & IVC	
		MATW Tabada	July-December	Accomplished for 2 projects						GAD Studies & Colonial study	
		AMM Ajoc	July-December	Accomplished for 1 project						KTP	
<b>MFO 4: EXTENSION SERVICES</b>	Implement extension projects and conduct extension activities	GA Delima	July-December	Accomplished for 2 projects						BDC & RLGU	
		LB Nuñez	July-December	Accomplished for 2 projects						BIDANI & COLLABDev	
		MATW Tabada	July-December	Accomplished for 1 project						RLGU	
		SB Gisulga	July-December	Accomplished for 2 project components						BIDANI-BIDA & BMIS	
		MP Edullantes	July-December	Accomplished for 1 project component						BIDANI-PNEA	
		Attend conferences,	All staff	July-December	Various conferences and seminars attended by						As resource person,



	seminars, training			faculty and staff						facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACCUP online accreditation.	All staff	July 1-12	Accomplished						Level 2 AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December		100% IFWs; Actual Teaching Load, etc.		100% Requests and other documents approved			As Institute Director
	Attend meetings	All staff	July-December	Accomplished						Department, college, and university meetings
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December			100%	100%	100%		Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima	July-December		Accomplished					For MS DevSoc and M/MSLAM programs
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process

Prepared by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS



**PERFORMANCE MONITORING FORM**  
JANUARY – DECEMBER 2024

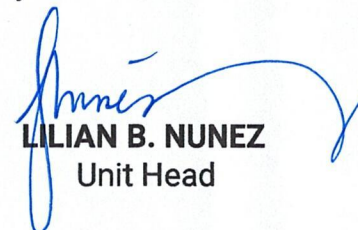
Name of Employee: **RHEA ANGELIE F. DAYONDON**

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	Perform clerical tasks	Typed and delivered documents; proper filing of documents	Daily	Daily	Daily	Very Impressive	Outstanding	Produces outputs with minimal or no error
2	Serve as dDRC	Documents & records are properly controlled, delivered, or filed	Daily	Daily	Daily	Very Impressive	Outstanding	Can be depended on to deliver quality work; quick to learn

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

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

Prepared by:

  
**LILIAN B. NUNEZ**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA ANGELIE F. DAYONDON

Performance Rating: \_\_\_\_\_

Aim: To prepare IEC materials for research and extension (R&E) project activities and post these at ISRDS FB page

Proposed Interventions to Improve Performance: `

Date: January 2, 2025

Target Date: January 31, 2025

First Step:

Work on the revival of the ISRDS FB page.

Result:

ISRDS FB page revived and open for updating

Date: February 1, 2025

Target Date: March 15, 2025

Next Step:

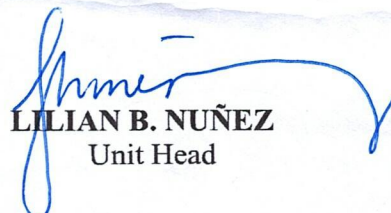
Draft 1-2 articles on R&E activities of ISRDS and have these edited by the committee.

Outcome: Capability and confidence in posting R&E articles at ISRDS FB

Final Step/Recommendation:

Post an R&E article on the ISRDS FB page every month.

Prepared by:

  
**LILIAN B. NUÑEZ**  
Unit Head

Conforme:

  
**RHEA ANGELIE F. DAYONDON**  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - December 2024

Name of Staff: RHEA ANGELIE F. DAYONDON

Position: Administrative Aide III

**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.**

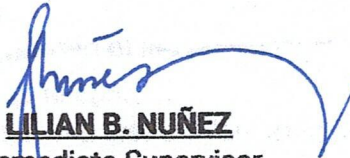
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		58				
<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						
Average Score		4.83				
Overall recommendation:						
Find courage to apply for a higher position.						

  
**LILIAN B. NUÑEZ**  
 Immediate Supervisor