

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.22	4.22 x 70%	2.95
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.50	3.50 x 30%	1.05
<b>TOTAL NUMERICAL RATING</b>			<b>3.90</b>

TOTAL NUMERICAL RATING: 3.90  
Add: Additional Approved Points, if any: 0.1

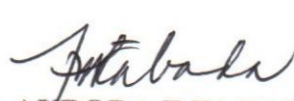
TOTAL NUMERICAL RATING: 4.00

ADJECTIVAL RATING: **VERY SATISFACTORY**

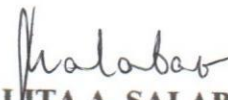
Prepared by:

Reviewed by:

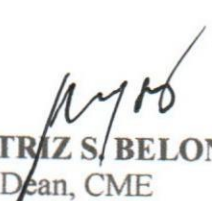
  
**ERNESTO A. GONZAGA, JR.**  
Name of Staff

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval:

  
**ANALITA A. SALABAO**  
Dean, CME

Approved:

  
**BEATRIZ S. BELONIAS**  
Dean, CME

Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION  
Visca, Baybay City, Leyte

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

I, ERNESTO A. GONZAGA, Jr., Administrative Aide IV, 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-June, 2019.

  
**ERNESTO A. GONZAGA, JR.**

Adm. Aide IV

Date: \_\_\_\_\_

  
**MARIA AURORA TERESITA W. TABADA**

Head of Unit

Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPRE MFO 1. Administrative and Facilitative Services											
	PI 1: Number of government forms/documents typed, prepared and facilitated for approval.			Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	275	300	4.00	4.00	4.00	4.00	
	PI 2: Number of letters and official communications prepared, recorded and sent to different departments/centers and clienteles.			Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	40	40	4.00	4.00	4.00	4.00	
	PI 3: Number of MOUs, contracts, resolutions and official documents filled between BIDANI, SUCs and LGUs.			Files official forms and documents.	25	25	4.30	4.30	4.30	4.30	
	PI 4: Number of trainings facilitated.			Facilitated trainings conducted at SUCs & LGUs	2	3	4.30	4.30	4.30	4.30	
	PI 5: Number of handouts, forms, brochures, manuals and other documents reproduced and collated.			Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	6000	9184	4.50	4.50	4.50	4.50	
OVPI MFO 2. Frontline Services											
	PI 1. Efficient and customer-friendly			Zero percent complaint from clients served	90%	100%	4.00	4.30	4.30	4.20	
	Best practices/new initiatives										
Total Over-all Rating							25.10	25.40	25.40	25.30	

Average Rating							4.18	4.23	4.23	4.22	
Adjectival Rating							Very Satisfactory				

Evaluated & Rated by:

  
**MARIA AURORA TERESITA W. TABADA**  
 Dept./Unit Head

Date: \_\_\_\_\_

Recommending Approval

  
**ANALITA A. SALABAO**  
 Dean

Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Date: \_\_\_\_\_

**Comments & Recommendations for**

**Development Purpose:**

Needs to attend refresher courses on office and records management since identified as document controller for Institute.

1- Quality

2- Efficiency

3- Timeliness

4- Average

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Ernesto A. Gonzaga, Jr. Position: Adm. Aide 4

**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		42				
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					
Average Score	3.5				

Overall recommendation : \_\_\_\_\_

  
MARIA AURORA TERESITA W. TABADA  
Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ERNESTO A. GONZAGA JR.

Performance Rating: VERY SATISFACTORY

Aim: To improve staff capacity in office management and planning

Date: January 15, 2019

Target Date: June 30, 2019

First Step:

Conduct of mentoring sessions by the ISRDS clerk who is retiring by July 1, 2019.

Result:

Mentoring sessions conducted and implementation of what is learned

Date: October 15, 2019

Target Date: December 31, 2019

Next Step:

Proper updating of personnel data and record filing especially inventory of ISO documents and/or requirements for ISO audit being dDRC of the ISRDS

Outcome:

Clerk able to handle the volume of clerical services required from him; Clients and stakeholders are satisfied with clerical services

Final Step/Recommendation:

Completed ISO documentation properly filed and accessible

Prepared by:

MARIA AURORA T.W. TABADA

Unit Head

Conforme:

ERNESTO A. GONZAGA

Name of Ratee Faculty/Staff