

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EDDIE M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.	4.29	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.54</b>

TOTAL NUMERICAL RATING: 4.54

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**EDDIE M. ISRAEL**

Name of Staff

Reviewed by:

  
**CHRISTINA A. GABRILLO**

STATION MANAGER

Recommending Approval:

  
**BEATRIZ S. BELONIAS**  
 VP for INSTRUCTION

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice President/PMT Chair

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

I, EDDIE M. ISRAEL, of the DYDC-FM 104.7 MHz, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018.

  
**EDDIE M. ISRAEL**  
 Ratee

Approved:   
**CHRISTINA A. GABRILLO**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATIONS									
OVPIMFO 8: Development Broadcasting and Communication Services									
DYDC-FM MFO1	PI3: Number of best practices/new initiatives	SERVED FOOD DURING LIVE COVERAGES OF THE STATION	5	15	5	5	4	4.67	VSU ANNIVERSARY, REQUESTED EVENT COVERAGE
		MENTORED THE NEW DDC CLERK ON SOME CLERICAL JOBS	7	25	4	5	4	4.33	MENTORING THE DDC CLERK
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES (GASS)									
OVPIMFO 1: Administrative and Facilitative Services									
	PI4: Number of documents prepared, encoded and printed	PRINTED LETTER REQUESTS, VOUCHERS, TRAVEL ORDERS, PURCHASE REQUESTS, PURCHASE ORDERS, ARE, APPOINTMENTS, APPLICATION FOR LEAVE, INSPECTION REPORT, WASTE MATERIAL REPORT, OBR, BUR, BIR FORMS, ABSTRACT OF QUOTATIONS, RIS, OIC DESIGNATIONS, OPCR, IPCR, ANNUAL REPORT, ETC.	200	511	5	5	4	4.67	PREPARED DOCUMENTS AS STATION CLERK

		DELIVERED PREPARED DOCUMENTS TO THE ADMINISTRATION BUILDING AND OTHER CONCERNED OFFICES AND MADE FOLLOW-UPS	80	203	5	5	4	4.67	SUBMITTED DOCUMENTS AS UTILITY PERSON OF THE STATION
		CLEANED OFFICES, STUDIOS, HALLWAY, STAIRS AND REST ROOMS OF THE STATION	5	5	4	5	5	4.67	CLEANING JOB

**OVPIMFO 2: Efficient Customer-Friendly Assistance**

DYDC-FM MFO3	PI1: Efficient & customer-friendly frontline service.	MAINTAINED A GOOD RAPPORT WITH DYDC-FM LISTENERS, CLIENTS	0	0	5	5	5	5.00	ZERO COMPLAINT
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Total Over-all Rating		28.00
Average Rating (Total Over-all rating divided by 4)		6
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVE RATING		OUTSTANDING

**Comments & Recommendations  
for Development Purpose**

*Great job!*

Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**

Dept/Unit Head

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

Recommending Approval

  
**BEATRIZ S. BELONIAS**

Dean/Director

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

Approved by:

  
**REMBERTO A. PATINDOL**

Vice President

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY 2018 TO DECEMBER 2018

Name of Staff: EDDIE M. ISRAEL

Position: ADMINISTRATIVE AIDE VI

**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 fails 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 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	55				
Average Score	4.58				

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		20				
Average Score		4.0				

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

  
 CHRISTINA A. GABRILLO, PhD  
 Name of Head

"Exhibit I"

**PERFORMANCE MONITORING FORM**

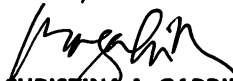
Name of Employee: **EDDIE M. ISRAEL**

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	Prepare, print and produce government forms such as payroll, vouchers, travel orders, purchase orders, PPMP, etc.	Standard and approved government forms	July 2018	December 2018	December 2018	Impressive	Outstanding	
2	Print reimbursements vouchers from travel and petty cash.	Reimbursed travel and replenished petty cash	July 2018	August 2018	August 2018	Impressive	Outstanding	
3	Participate in seminars for support staff	Attendance to seminars	July 2018	August 2018	October 2018	Impressive	Outstanding	
4	Deliver all documents to concerned offices and make follow-ups	Documents delivered	July 2018	July 2018	July 2018	Impressive	Outstanding	
5	Clean offices, hallways, stairs and rest rooms of the station	Clean assigned areas	July 2018	July 2018	July 2018	Very Impressive	Outstanding	
6	Perform other functions assign by the head	Printing of annual reports	July 2018	July 2018	July 2018	Impressive	Outstanding	

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

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

Prepared by:

  
**DR. CHRISTINA A. GABRILLO**  
 Station Manager

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDDIE M. ISRAEL  
Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: July to December 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: October 2018

Target Date: July to December 2018

Next Step: Attend ISO 9001:2015 Awareness Seminar and Seminar-Workshop on Records Management Compliant to ISO 9001:2015

Outcome: Gained knowledge in ISO 9001:2015

Final Step/Recommendation:

Prepared by:

  
CHRISTINA A. GABRILLO  
STATION MANAGER

Conforme:

  
EDDIE M. ISRAEL  
Name of Ratee Faculty/Staff