



*Republic of the Philippines*  
**EULOGIO “AMANG” RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY**  
*Nagtahan, Sampaloc, Manila*

**INDIVIDUAL PERFORMANCE COMMITMENT REVIEW**

I, EDMUND S. ALMAZAN, In-Charge for Network Infrastructure and Database Administration of the EARIST commit 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 2020**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approved by:**

**Dr. GRANT B. CORNELL**  
 VPREIA

\_\_\_\_\_  
Date

**Legend:**

**Q** – Quantity  
**T** – Timeliness  
**E** – Efficiency

**Rating Scale**  
 5 – Outstanding (Exceeds expectation in all targets)  
 4 – Very Satisfactory (Exceeds expectations in some targets)  
 3 – Satisfactory (Meets expectation/Acceptable)  
 2 – Unsatisfactory (Needs Mentoring/Coaching)  
 1 – Poor (Needs Improvement/Close Monitoring)

Statement Functions	Success Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q	T	E	Ave	
<b>1. Core &amp; Strategic Function (90%)</b>							
<b>Instruction (40%)</b>	Timely submission of Proof of Academic Performance of Students (3 days before the deadline)	1 Grade Sheet per Semester	3	5	4	4.00	
	Percentage of Syllabi Revisited Over the Assigned Subjects (3 days before the deadline)	Revised 6 of 6 (100%) of assigned subjects; accepted in first presentation	3	5	4	4.00	
	Quality and Effectiveness of Teaching	CVF Rating From Students: 4.00 Chairperson: 4.47	3	5	4	4.00	

	Attendance to Class 95% present in the Class	Attended at least 95% Attendance to Classes	3	5	4	4.00	
<b>1. MIS Function</b>							
<b>In-Charge for Network Infrastructure and Database Administration</b>	<b>Secure Network Connectivity Across the Institution</b> (7 Colleges) (1 Graduate School) (4 Offices)	<ul style="list-style-type: none"> <li>7 Colleges (CAFA, CEN, CIT, CAS, CED, CBA, and CHM)</li> <li>1 Graduate School</li> <li>5 NSTP, FMS, VPAA, Instruction, Procurement and OP)</li> </ul>	3	4	4	4.00	
	<b>Provide Maintenance and Support</b> (Quarterly- Every last week of the quarter)	2 Times in every three months	5	4	4	4.50	
	<b>Monitor Network Security</b> (Quarterly-Every last week of the quarter)	2 Times in every three months	5	4	4	4.50	
	<b>Review of Data Design and Management Security Backup and Access</b> (Semi Annual – Every June and December)	2 Times in Semi Annual	5	4	4	4.50	
<b>2. Support Functions (10%)</b>							
<b>A. Support to Operations (5%)</b> Provide technical and substantive support to the operations & project of the agency	<b>QMS Certification/QMS Documentation</b> Submission of Required Documents/Reports	Submitted Required Report on time	3	5	4	4.00	
	<b>ISO</b> Submission of Required Documents	Submitted Required Report on time	3	5	4	4.00	
	<b>Institutional Commemorative Activities</b> Amang's Death Anniversary EARIST Foundation Celebration Program Accreditation	100% participation	3	4	4	4.50	
<b>B. General Administration and Support (5%)</b> Provide overall administrative management support to the entire agency operation	<b>Budget Utilization Request</b> Submitted Request for Utilization of Approved Budget	Submitted Required Report 2 <sup>nd</sup> revision	3	4	4	4.00	
	<b>Report on Ageing Cash</b> Liquidation of Cash Advances within the reglementary period	Submitted Required Report	3	4	5	4.00	
	<b>Submission of APP</b> Active Participation in the Preparation of APP of the Office.	Submitted Required Report 2 <sup>nd</sup> revision	3	4	4	4.00	
	<b>Updating of Personnel Records</b> Submission of Updated Personnel Records (PDS, SALN, etc.)	1 day before the deadline	3	5	4	4.00	

<b>Summary of Ratings</b>				<b>Average</b>	<b>Percent</b>	<b>Score</b>
1. Core and Strategic Functions (90%)						
A. Instruction					40%	1.60
B. MIS Function					50%	2.08
2. Support Function (STO and GAS)						
A. Support to Operations					5%	0.19
B. General Administration and Support					5%	0.19
<b>Final Average Rating</b>					<b>100%</b>	<b>4.07</b>
<b>Adjectival Rating</b>					<b>Verbal Rating</b>	
<b>Comments and Recommendations</b>					<b>Very Satisfactory</b>	
<div>_____</div> <div>Planning/HRMS</div>	Date	<b>Assessed by:</b> I certify that I discussed the assessment of the performance of the employee	Date	<div>_____</div> <div>PMT</div>	Date	
		<div>Dr. GRANT B. CORNELL</div> <div>VPREIA</div>	Date	<div>Dr. EDITHA V. PILLO</div> <div>President</div>	Date	