*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** |
| **1. Core & Strategic Function   (90%)** |  | | |  | | |  | |  | |  | |  |  |
| **Instruction (40%)** | 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** |  |
| **1. MIS Function** |  | | |  | | |  | |  | |  | |  |  |
| **In-Charge for Network Infrastructure and Database Administration** | **Secure Network Connectivity Across the Institution**  (7 Colleges)  (1 Graduate School)  (4 Offices) | | | * 7 Colleges (CAFA, CEN, CIT, CAS, CED, CBA, and CHM) * 1 Graduate School * 5 NSTP, FMS, VPAA, Instruction, Procurement and OP) | | | **3** | | **4** | | **4** | | **4.00** |  |
| **Provide Maintenance and Support**  (Quarterly- Every last week of the quarter) | | | 2 Times in every three months | | | **5** | | **4** | | **4** | | **4.50** |  |
| **Monitor Network Security**  (Quarterly-Every last week of the quarter) | | | 2 Times in every three months | | | **5** | | **4** | | **4** | | **4.50** |  |
| **Review of Data Design and Management Security Back up and Access**  (Semi Annual – Every June and December) | | | 2 Times in Semi Annual | | | **5** | | **4** | | **4** | | **4.50** |  |
| **2. Support Functions (10%)** | | | | | | | | | | | | | | |
| **A. Support to Operations (5%)**  Provide technical and substantive support to the operations & project of the agency | **QMS Certification/QMS Documentation**  Submission of Required Documents/Reports | | | Submitted Required Report on time | | | **3** | **5** | | **4** | | **4.00** | |  |
| **ISO**  Submission of Required Documents | | | Submitted Required Report on time | | | **3** | **5** | | **4** | | **4.00** | |  |
| **Institutional Commemorative Activities**  Amang’s Death Anniversary  EARIST Foundation Celebration  Program Accreditation | | | 100% participation | | | **3** | **4** | | **4** | | **4.50** | |  |
| **B. General Administration   and Support (5%)**  Provide overall administrative management support to the entire agency operation | **Budget Utilization Request**  Submitted Request for Utilization of   Approved Budget | | | Submitted Required Report 2nd revision | | | **3** | **4** | | **4** | | **4.00** | |  |
| **Report on Ageing Cash**  Liquidation of Cash Advances within the   reglementary period | | | Submitted Required Report | | | **3** | **4** | | **5** | | **4.00** | |  |
| **Submission of APP**  Active Participation in the Preparation of   APP of the Office. | | | Submitted Required Report 2nd revision | | | **3** | **4** | | **4** | | **4.00** | |  |
| **Updating of Personnel Records**  Submission of Updated Personnel   Records (PDS, SALN, etc.) | | | 1 day before the deadline | | | **3** | **5** | | **4** | | **4.00** | |  |
|  | | | | | | | | | | | | | | |
| **Summary of Ratings** | | | | | | | **Average** | | | **Percent** | | | | **Score** |
| 1. Core and Strategic Functions (90%) | | | | | | |  | | |  | | | |  |
| 1. Instruction | | | | | | |  | | | **40%** | | | | **1.60** |
| 1. 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** |
| **Final Average Rating** | | | | | | | | | | **100%** | | | | **4.07** |
| **Adjectival Rating** | | | | | | | | | | **Verbal Rating** | | | | |
| **Comments and Recommendations** | | | | | | | | | | **Very Satisfactory** | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Planning/HRMS | | Date | **Assessed by:**  I certify that I discussed the assessment of the performance of the employee | | Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  PMT | | | | Date | | | | |
| **Dr. GRANT B. CORNELL**  VPREIA | | Date | **Dr. EDITHA V. PILLO**  President | | | | Date | | | | |