*Republic of the Philippines*

**EULOGIO “AMANG” RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY**

*Nagtahan***,** *Sampaloc, Manila*

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| **INDIVIDUAL performance commitment review** | | | | | | | | | | | | | | |
| I, Engr. RONALD B. BARAL, In-Charge for User, System Support and Information Security 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** | | **4** | | **5** | | **4.00** |  |
| Percentage of Syllabi Revisited Over the Assigned Subjects  (3 days before the deadline) | | | Submitted Syllabi for All Assigned Subjects | | | **3** | | **4** | | **5** | | **4.00** |  |
| Quality and Effectiveness of Teaching | | | CVF Rating From  Students: 5.00  Chairperson: 5.00 | | | **3** | | **4** | | **5** | | **4.00** |  |
| Attendance to Class  90% present in the Class | | | Attended at least 95% Attendance to Classes | | | **3** | | **3** | | **3** | | **3.00** |  |
| **MIS Maintenance Function (50%)**  User, System Support and Information Security | **Orientation for New Users**  (Semi Annual – Every June and December) | | | 2 Times in Semi Annual | | | **5** | | **4** | | **4** | | **4.30** |  |
| **Provide Training for User/Employee.**  (Semi Annual - Every June and December) | | | 2 Times in Semi Annual | | | **5** | | **4** | | **4** | | **4.30** |  |
| **Administration of Installation, Configuration and Maintenance of Network Application**  (Quarterly – Every last week of the quarter) | | | 2 Times in every three months | | | **5** | | **4** | | **4** | | **4.30** |  |
| **Monitor of Information**  **(Quarterly)** | | | 2 Times in every three months | | | **5** | | **4** | | **4** | | **4.30** |  |
| **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 | | | **3** | **4** | | **5** | | **4.00** | |  |
| **ISO**  Submission of Required Documents | | | Submitted Required Report | | | **3** | **4** | | **5** | | **4.00** | |  |
| **Institutional Commemorative Activities**  Amang’s Death Anniversary  EARIST Foundation Celebration  Program Accreditation | | | 100% participation | | | **3** | **4** | | **5** | | **4.00** | |  |
| **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 | | | **3** | **4** | | **5** | | **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 | | | **3** | **4** | | **5** | | **4.00** | |  |
| **Updating of Personnel Records**  Submission of Updated Personnel   Records (PDS, SALN, etc.) | | | Submitted Required Report | | | **3** | **4** | | **5** | | **4.00** | |  |
| **Summary of Ratings** | | | | | | | **Average** | | | **Percent** | | | | **Score** |
| 1. Core and Strategic Function | | | | | | |  | | |  | | | |  |
| 1. Instruction | | | | | | |  | | | **40%** | | | | **1.50** |
| 1. MIS Maintenance | | | | | | |  | | | **50%** | | | | **2.15** |
| 2. Support Function (STO and GAS) | | | | | | |  | | |  | | | |  |
| A. Support to Operations | | | | | | |  | | | **5%** | | | | **0.20** |
| B. General Administration and Support | | | | | | |  | | | **5%** | | | | **0.20** |
| **Final Average Rating** | | | | | | | | | | **100%** | | | | **4.05** |
| **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 | | | | |