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

Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

I, DALISAY F. ANDRES, of the Office of the Vice-President for Planning, Resource Generation and Auxiliary Services 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 2023.

DALISAY F ANDRES
Ratee

Approved:

DILBERTO O. FERRAREN

Head of Unit

S. O. S. S. O. S.			Tanka Assissad	Towast	Actual		Rat	ting		Remarks
MFO & PAPs		Success Indicators	Tasks Assigned	Target	Accomp.	Q1	E2	T3	A4	Kemarko
UNIVERSITY MFO 6	: GEN	ERAL ADMINISTRATION AND SUPPOR	RT SERVICES							
	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	PI.2a	Effectively acted on time administrative & financial documents								
		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	75	1047	4	5	5	4.67	
OVPPRGAS MFO 1.		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	25	135	4	5	5	4.67	ISO, CMC, Strage Planning Workshop, FIC, SPPMIS, LUDIP, etc.
ADMINISTRATIVE AND SUPPORT	2b.	Records Management:								
SERVICES MANAGEMENT		* Number of Communications & Other documents filed and retrieved		55	140	5	4	5	4.67	
		* Number of pages of communications & other documents printed and filed	Information and	70	120	4	5	5	4.67	
		* Number of IP Messages downloaded and printed	Records Management	50	235	4	5	5	4.67	
		* Number of emails downloaded and filed	managomon	45	113	5	5	4	4.67	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		150	296	4	5	5	4.67	

Proactive submission of university reports/ plans and documents as Preparation of Plans prescribed by DBM, CHED-HEMIS and Reports CHECKS, PIPOL-NEDA & VSU Annual Report \* CHED-HEMIS Data Collection for Submit final CHECKS-Normative Financing for the year 2020 HEMIS data online for To be \* Number of CHED-HEMIS filled-up 2020 implemented 5 forms for online submission to CHED on the 3rd quarter of the Consolidated and \* Number of CHED-HEMIS data year finalized data for 2 collected from different offices submission to CHED Bounded 2021 annual report distributed to 5 5 4.67 \* 2021 Annual Report Distributed 100% 100% 4 vsu main & external campuses **OVPPRGAS** MFO 2. Efficient Planning and Monitoring **PLANNING** PI.2 Services SERVICES Facilitator/ \* Land Use Development and 4.67 100% 5 5 100% 4 Infrastructure Plan facilitated Secretariate Facilitator/ 5 5 5.00 100% 5 100% Crisis Management Committee Secretariate University Housing Commission Facilitator/ 5.00 100% 5 5 100% 5 Secretariate \* Number of Board of Management IGP, Housing 5.00 5 **VP/DF** Andres 3 5 5 Commission meetings facilitated Number of Housing Contracts 5 4.67 31 VP/DF Andres 5 5 4 prepared \* Number of VSU staff awarded for 4.67 VP/DF Andres 2 27 5 5 4 housing units. Performance Management Team P1.3 Services IGP/CCE/URS/ \* Number of OPCR Evaluation 4.67 ACRO/OVPPRGA **OVPPRGAS** 5 5 5 4 monitored and facilitated S/ ODPPIP

ADJECTIVAL RATI	NG									
FINAL RATING				4.	75			re	lated top	ics
	ional P	oints (with copy of approval)					lev	vels, an	d other g	overnance
Punctuality							Tra	aining fo	r higher :	supervisory
Additional Points:							Develop			
Average Rating (To	tal Ove	er-all Rating Divided by 22)		4.	75				and the state of t	ndations for
Rating										
Total Over-all Rating									104.39	
		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises
FUNCTIONS		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	181	5	5	5	5.00	
OVPPRGAS MFO 7. OTHER		* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	60	175	4	5	5	4.67	
	PI.1	Other functions assigned by the immediate/ higher supervisor								
		procurements, Pre-biddings, Biddings and other BAC related activities	BAC Secretariate	25	111	4	5	5	4.67	
COMMITTEE		APP's)  * Number of Meetings, Pre-		10070	10070		n#4.		1.01	
AWARDS		* Preparation of Annual Procurement Plan (Indicate, Updated and Final	Departments/ Centers	100%	100%	5	4	5	4.67	
MFO 6. BIDS AND		units of the Procuring Entity to make them available for review.	Departments/ Centers	100%	100%	4	5	5	4.67	
OVPPRGAS		* Consolidate PPMP's from various	D	4000/	40004		_	_	4.07	
	PI.1	& Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	4	5	5	4.67	
	DI 4	* Provide administrative support to Bids	81-75-100-100 PM	4000/	4000/		-		4.07	

Approved by:

DILBERTO O. FERRAREN

Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs





AND AUXILIARY SERVICES
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1004
Email: ovpprgea@vsu.edu.ph
Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTR ATIVE STAFF

Annex P

Rating Period Name of Administrative Staff: DALISAY F. ANDRES JANUARY – JUNE 2023

4.82	TOTAL NUMERICAL RATING	TOTAL NU		
1.50	30%	5.00	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	N
3.32	70%	4.75	Numerical Rating per IPCR	-
Equivalent Numerical Rating (2x3)	Percentage Weight (3)	Numerical Rating (2)	Particulars (1)	

TOTAL NUMERICAL RATING:

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

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.82

4.82

4.82

Outstanding

Prepared by:

DAL Administrative Assistant II SAY F. ANDRES -VVVV

Approved:

generation and Auxiliary DILBERTO Ó. FERRAREN
Vice-President by Planning, Resource
generation and Auxiliary Services

week

# PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: Office of the Vice President for Planning Resource Generation and Auxiliary Services

Head of Office: DILBERTO O. FERRAREN

Number of Personnel: 2

Coaching	Monitoring	Activity	
Follow-up office work output	Check daily office activities and monitor performance output	One-on-One	
<	<	Group	MECHANISM
4	<	Memo	MSIN
		Others (Pis. specify)	
Done	Done	Remarks	

Conducted by:

Immediate Supervisor

Syran

Noted by:

EDGARDO E. TULIN

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Performance Rating: Dalisay F. Andres
Outstanding

Aim: Enhanced effective delivery of administrative services.

Proposed Interventions to Improve Performance and/or Competence and assume higher responsibilities: Qualification to

Date: July. 2023 Target Date: December 31, 2023

First Step: To attend training related to Analytics at DAP and Strategic Planning

Result:

Improve effectiveness in the performance of administrative duties and responsibilities.

Date: January 1, 2024 Target Date: June 30, 2024

Next Step: Attendance to training in order to move higher with much greater responsibilities

Outcome:

Final Step/Recommendation:

Prepared by:

0

FIRS

DILBERTO O. FERRAREN
Vice-President for Planning, Resourc
Generation and Auxiliary Services Resource

Conforme

cc: ODA-HRD

Administrative Assistant II

DALISAY F. ANDRES

WWW.



# PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1004
Email: ovpprgca@vsu.edu.ph
Website: www.vsu.edu.ph

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2023
Name of Staff: DALISAY F. ANDRES

Position: ADMINISTRATIVE ASSISTANT II

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
55	Outstanding	The performance almost always exceeds the job requirements. The delivers outputs which always results to best practice of the unit. He 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.
_	Poor	The staff fails to meet job requirements

	12. W	11. Ac	10. M	9 1 ag A	8. Cl. S.	7. K		5. eg C	4. A	3 C S	2. N	 # D	
Total Score	Willing to be trained and developed	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	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	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	Suggests new ways to further improve her work and the services of the office to its clients	Keeps accurate records of her work which is easily retrievable when needed.	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.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	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	Makes self-available to clients even beyond official time (	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(Cincin India of American anno management)
-	5	5	(0)	(2)	(5)	5	(0)	(3)	(9)	(5)	(5)	(5)	)
60/12	4	4	4	4	4	4	4	4	4	4	4	4	
	w	w	ω	ယ	ယ	ယ	ယ	ယ	ω	ω	S	ယ	Ordi
50	N	N	N	2	2	N	2	N	N	2	2	2	a
5.00	_				_	_			_	_	_		

		5. Demon: improve	<ol> <li>Accepts required</li> </ol>	<ol> <li>Innovat operation satisfac</li> </ol>	<ol> <li>Visiona office/d</li> </ol>	1. Demon- and cor	supervisor)
Average Score	Total Score	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	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	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.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	supervisor)
		5	O1	5	51	C)	
57		4	4	4	4	4	(0
5.00		ω	ယ	ω	ω	ω	Scale
		2	2	2	2	2	CD

Overall recommendation

Highly efficient in her tasks.

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Printed Name and Signature
Head of Office

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

Office of the Vice-President for Planning, Resource Generation and Auxiliary Services (OVPPRGAS)

I, DALISAY F. ANDRES, of the Office of the Vice-President for Planning, Resource Generation and Auxiliary Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER 2023.

Ratee JAN 0 5 2024

Approved:

DILBERTO O. FERRAREN

Head of Unit JAN

0 5 2024

MEO O DAD		Success Indicators	Tacke Assistand	Taract	Actual		Rat	ting		Remarks
MFO & PAPs		Success Indicators	Tasks Assigned	Target	Accomp.	Q1	E2	T3	A4	Remarks
JNIVERSITY MFO	: GEN	<b>ERAL ADMINISTRATION AND SUPPOR</b>	RT SERVICES				910000000000			
	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	PI.2a	Effectively acted on time administrative & financial documents								
		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	75	396	5	5	5	5.00	
OVPPRGAS MFO 1. ADMINISTRATIVE		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	25	42	4	5	5	4.67	ISO, CMC, Stra Planning Workshop, FIC SPPMIS, LUDIP, etc.
AND SUPPORT	2b.	Records Management:								
SERVICES MANAGEMENT		* Number of Communications & Other documents filed and retrieved		55	135	5	4	5	4.67	
		* Number of pages of communications & other documents printed and filed	Information and	70	155	5	5	5	5.00	
		* Number of IP Messages downloaded and printed	Records Management	50	217	5	5	5	5.00	
		* Number of emails downloaded and filed	ividiagonioni	45	75	5	4	5	4.67	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		150	257	5	5	5	5.00	

	T	Proactive submission of university								
	PI.1	reports/ plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report	Preparation of Plans and Reports							
		* CHED-HEMIS Data Collection for Normative Financing for the year 2023	Submit final CHECKS- HEMIS data online for	1	2	5	5	5	5.00	Taba
		* Number of CHED-HEMIS filled-up forms for online submission to CHED	2020	5	24	5	5	5	5.00	To be implemented on the 4th
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2	12	5	5	5	5.00	quarter of the year
OVPPRGAS		* 2022 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	4	5	4	4.33	
MFO 2. PLANNING SERVICES	PI.2	Efficient Planning and Monitoring Services								
SERVICES		* Land Use Development and Infrastructure Plan facilitated	Facilitator/ Secretariate	100%	100%	4	5	4	4.33	
		* Crisis Management Committee	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
		University Housing Commission	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
		* Number of Board of Management meetings facilitated	VP/DF Andres/ Housing	1	1	4	4	4	4.00	IGP, Housing Commission
		* Number of Housing Contracts prepared	VP/DF Andres	5	12	4	5	5	4.67	
		<ul> <li>Number of VSU staff awarded for housing units.</li> </ul>	VP/DF Andres	2	7	5	5	5	5.00	
	P1.3	Performance Management Team Services								IGP/CCE/URS/
		* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	1	5	5	5	5	5.00	CPDE/ACRO/ OVPPRGAS/

-

	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	5	5.00	
PPRGAS MFO 6. DS AND		* Consolidate PPMP's from various units of the Procuring Entity to make them available for review.	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00	
WARDS MMITTEE		* Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's)	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00	
		* Number of Meetings, Pre- procurements, Pre-biddings, Biddings and other BAC related activities	BAC Secretariate	25	147	5	5	5	5.00	July-Dec
	PI.1	Other functions assigned by the immediate/ higher supervisor								
PPRGAS IFO 7. THER		* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	60	150	5	4	5	4.67	
ICTIONS		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	204	5	5	5	5.00	
		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises
l Over-all Rating									121.01	
Rating (To	otal Ove	er-all Rating Divided by 25)		4.	84		Comme	ents & F	Recomme	ndations for
nal Points:							Develop	oment F	Purpose	
tuality							Tra	aining fo	or higher s	supervisory
oved Addit	ional P	oints (with copy of approval)								overnance
RATING									lated topi	
TIVAL RATI	NG								- 01	

Approved by:

DILBERTO O. FERRAREN

Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs

JAN 05 224





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# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period Name of Administrative Staff: Rating Period:

DALISAY F. ANDRES JULY - DECEMBER 2023

4.82	TOTAL NUMERICAL RATING	TOTAL NUN		
1.44	30%	4.83	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	.2
3.38	70%	4.84	Numerical Rating per IPCR	
Equivalent Numerical Rating (2x3)	Percentage Weight (3)	Numerical Rating (2)	Particulars (1)	

TOTAL NUMERICAL RATING:

4.82

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

4.82

FINAL NUMERICAL RATING

4.82

ADJECTIVAL RATING:

Outstanding

Prepared by:

Administrative Assistant II DALISAY F. ANDRES

Approved:

Vice-President by Planning, Resource generation and Auxiliary Services

JAN 0 5 2024 DILBERTO O. FERRAREN

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# PERFORMANCE MONITORING & COACHING JOURNAL

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Name of Office: Office of the Vice President for Planning Resource Generation and **Auxiliary Services** 

Head of Office: DILBERTO O. FERRAREN

Number of Personnel: 1

Coaching	Monitoring	Activity		
Follow-up office work output	Check daily office activities and monitor performance output	One-on-One	Meeting	
4	<	Group	na	MECHANISM
<	<	Memo		MSIN
		(PIs.	Others	
Done	Done	Remarks	,	

Conducted by:

Immediate Supervisor

MEN

JAN 05 2024

Noted by: DA

Next Higher Supervisor

0 5 2024

### EMPLOYEE DEVELOPMENT PLAN

	Aim: Enhanced effective delivery of administrative services.	Performance Rating: Outstanding
Proposed Interventions to Improve Performance and/or Competence and Qua	ervices.	
and		
Suc		

assume higher responsibilities: alification to

Date: January --2024 Target Date: June 30, 2024

First Step: To attend training related to Analytics at DAP and Strategic Planning

Result:

Improve effectiveness in the performance of administrative duties and responsibilities.

Date: July 1, 2024 Target Date: June 30, 2025

Next Step: Attendance to training in order to move higher with much greater responsibilities.

Outcome:

Final Step/Recommendation:

Prepared by:

DILBERTO O. FERRAREN
Vice-President for Planning, Reso , Resource Services

Conforme:

Administrative Assistant II DADISAY E. ANDRES JAN THE WAR

cc: ODA-HRD





Email: ovpprgen@vsu.edu.ph Website: www.vsu.edu.ph

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2023
Name of Staff: DALISAY F. ANDRES

Position: ADMINISTRATIVE ASSISTANT II

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.

2 Fair The performance need		3 Satisfactory The performance meets job requirements	4 Very Satisfactory The performance med	5 Outstanding delivers outputs which exceptional role model	Scale Descriptive Rating
The performance meets job requirements  The performance needs some development to meet job requirements.	ets job requirements		The performance meets and often exceeds the job requirements	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	Qualitative Description

(J)	(J)		Total Coom	Total Score	Willing to be trained and developed
nd innovations for (5) 4 3	<u>(5)</u>		nd innovations for (	nd innovations for	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment
by performing non-routine functions the that further increase effectiveness of the 3	4	(6)		g non-routine functions crease effectiveness of	Maximizes office hours during lean periods by performin outputs of which results as a best practice that further in office or satisfaction of clientele
ner offices even if the rds the attainment of the	the S	the S	ner offices even if the rds the attainment of the	ner offices even if the rds the attainment of the	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
work and the services of the office to its   5 (4)   3	56	\(\sigma\)	services of the office to its	services of the office to	Suggests new ways to further improve her work and the clients
is easily retrievable when needed. (5) 4 3	5 4	<u>ښ</u>	vable when needed.	vable when needed.	Keeps accurate records of her work which is easily retrie
pon arrival, secures pass slip when (5) 4 3 upon departure from work.	€ 4	(A)	re from work.	cures pass slip when re from work.	Regularly reports to work on time, logs in upon arrival, secures pass s going out on personal matters and logs out upon departure from work.
ner office by assisting ∞- (5) 4 3	8 3 4	8			Commits himself/herself to help attain the targets of his/her office by assisting employees who fail to perform all assigned tasks
argets and delivers (5) 4 3	(S) 4	9	argets and delivers (	argets and delivers	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.
d by higher offices/agencies such as and similar regulatory agencies within (5) 4 3 yean without overtime pay	es such as encies within (5) 4	es such as encies within 5	es such as encies within	fices/agencies such as gulatory agencies with vertime pay	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	4	$\overline{}$			Makes self-available to clients even beyond official time
latter's experience in (5) 4 3	6 4	8	latter's experience in g.	latter's experience in g.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.
Scale	, S.	,			Commitment (both for subordinates and supervisors)

					Average Score	
					Total Score	
_	2	ω	4	S	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	,Sī
	2	w	4	(5)	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	4.
	2	ω	<b>(4)</b>	51	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	ယ
	2	ω	<b>(4)</b>	5	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.	.>
_	2	ω	4	(5)	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	
		Scale	S		B. Leadership & Management (For supervisors only to be rated by higher supervisor)	,

Overall recommendation

Printed Name and Signature Head of Office

JAN 05 2024

Vision: Mission: