

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Lilia P. Vega of the Office of the Director for Quality Assurance commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December, 2022.

MARIA LILIA P. VEGA

Ratee

Date: 1/3/2023

EDITHA G. CAGASAN

Head of Unit 1/3/2023

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2021	Actual Accomplishments		Rating				Remarks
				Actual	%	A	M	T	A	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified	Number of ISO /AACCUP/ IA Minutes documented, transcribed and submitted	1	9	900%	4	5	5	4.66	
	QAC PI 4. Administrative Service									
		Number of OP Memo drafted	5	18	360%	4	5	5	4.66	
		Number of Notice of Meeting drafted	5	9	180%	4	5	5	4.66	
		Number of AACCUP Job-order personnel supervised	5	9	180%	5	5	5	5	
		Number of Communications, Letter Request, Group chats created and related	5	451	9,020%	5	5	4	4.66	
		Number of online accreditation related trainings/workshops/coordination meetings organized/facilitated/attended	10	24	240%	5	5	5	5	
		Number of programs from Component Colleges assisted	3	5	166%	5	4	5	4.66	
		Number of	5	13	260%	5	5	5	5	


		meetings/seminars participated								
		Number of accreditation related coordination to AACUP/ AGF	10	66	660%	5	5	5	5	
	QAC PI 5. Support to Operations									
		Number of Google drives for supporting documents monitored and updated	8	14	175%	5	5	5	5	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	5	5	5	5	
Total Overall Rating									53.3	
Average Rating						4.84				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.84	
ADJECTIVAL RATING	Outstanding	


Comments & Recommendations for Development Purpose:

She is very supportive of VSU's quality assurance activities. She works overtime without complaining to beat deadlines. Keep up the good work.

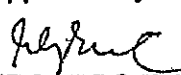
Evaluated & Rated by:


EDITHA G. CAGASAN
 Director, Quality Assurance
 Date: 1/3/2023

Recommending Approval:


EDITHA G. CAGASAN
 Director, Quality Assurance
 Date: 1/3/2023

Approved by:


EDGARDO E. TULIN
 VSU President
 Date: 1/5/23

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2022 – Dec. 30, 2022

Name of Staff: MARIA LILIA P. VEGA

Position: ADMIN AIDE III (Casual)

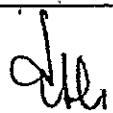
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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, POST, 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 fail 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 the 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		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	58				
Average Score	4.83				

Overall recommendation : _____


EDITHA G. CAGASAN
 Printed Name and Signature
 Head of Office