Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January - June 2024

Name of Administrative Staff: **DALISAY F. ANDRES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
	TOTAL NUMERICAL RATING		**4.90**

TOTAL NUMERICAL RATING: **4.90**

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.90**

FINAL NUMERICAL RATING **4.90**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DALISAY F. ANDRES
Administrative Assistant III

Approved:

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES
2/F Administration Building
Visayas State University, Baybay City, Leyte
Email: ovpprgea@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1004

"Exhibit B"

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 2024.**

DALISAY F. ANDRES
Ratee

Approved:

MOISES NEIL V. SERIÑO
VP for PRGAS

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGAS MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	**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	100	670	5	5	5	5.00	
		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	15	135	5	5	5	5.00	ISO, CMC, Strat Planning Workshop, FIC, SPPMIS, LUDIP, etc.
	2h	*Records Management:*								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	55	120	5	5	4	4.67	
		* Number of pages of communications & other documents printed and filed		70	175	5	5	5	5.00	
		* Number of IP Messages downloaded and printed		50	190	5	5	4	4.67	
		* Number of emails downloaded and filed		45	155	5	5	4	4.67	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		125	320	5	5	5	5.00	

OVPPRGAS MFO 2. PLANNING SERVICES	**PI.1**	*Proactive submission of university 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 2020	Submit final CHECKS-HEMIS data online for 2020	1						To be implemented on the 4th quarter of the year
		* Number of CHED-HEMIS filled-up forms for online submission to CHED		5						
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2						
		* 2021 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	5	5	5	5.00	
	PI.2	*Efficient Planning and Monitoring Services*								
		* Crisis Management Committee	Facilitator/ Secretariate	100%	100%	5	5	4	4.67	
		University Housing Commission	Facilitator/ Secretariate	100%	100%	5	5	5	5.00	
		* Number of Board of Management meetings facilitated	VP/DF Andres/ Housing	1	3	5	5	5	5.00	IGP, Housing Commission
		* Number of Minutes of Meetings, Notices and Attendance Sheet Prepared	VP/DF Andres/SPPMIS	3	12	5	5	5	5.00	OVPPRGAS, Housing, SPPMIS
		* Number of Housing Contracts prepared	VP/DF Andres	3	22	5	5	5	5.00	
		* Number of VSU staff awarded for housing units.	VP/DF Andres	2	11	5	5	5	5.00	
	P1.3	*Performance Management Team Services*								
		* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	2	5	5	5	5	5.00	IGP/CCE/URS/ CPDE/ACRO/ OVPPRGAS/ ODPPIP

OVPPRGAS MFO 6. BIDS AND AWARDS COMMITTEE	**PI.1**	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	4	4.67	
		* Consolidate PPMP's from various units of the Procuring Entity to generate APP's	Departments/ Center/ External Campuses	100%	100%	5	5	5	5.00	
		* Preparation of Annual Procurement Plan (Indicative, NEP, GAA, Supplemental, Updated, 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 attended	BAC Secretariate	35	119	5	5	4	4.67	
OVPPRGAS MFO 7. OTHER FUNCTIONS	**PI.1**	*Other functions assigned by the immediate/ higher supervisor*								
		* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	65	230	5	5	5	5.00	
		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	20	202	5	5	4	4.67	
		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises
Total Over-all Rating									**107.69**	

Average Rating (Total Over-all Rating Divided by 22)		**4.90**
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		**4.90**
ADJECTIVAL RATING		**Outstanding**

Comments & Recommendations for Development Purpose:

For further training on office management and supervision.

Approved by:

MOISES NEIL V. SERIÑO
Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
	4th	

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

Head of Office: **MOISES NEIL V. SERIÑO**

Number of Personnel: 1

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	*Check daily office activities and monitor performance output*	✓	✓		Done
Coaching	*Follow-up office work output*	✓	✓		Done

Conducted by:

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

Noted by:

ELWIN JAY V. YU
Next Higher Supervisor

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: Enhanced effective delivery of administrative services.

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

Date: July 1, 2024 Target Date: December 31, 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: January 1, 2025 Target Date: June 30, 2025

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

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

Conforme:

DALISAY F. ANDRES
Administrative Assistant III

cc: ODA-HRD

VISAYAS STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2024**
Name of Staff: **DALISAY F. ANDRES** Position: **ADMINISTRATIVE ASSISTANT III**

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, DOST, 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	59				
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	1				
	Average Score	4.92				
Overall recommendation:						

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

VISAYAS STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES
Visca, Baybay City, Leyte, PHILIPPINES
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Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff : **DALISAY F. ANDRES**
Rating Period : **JULY - DECEMBER 2024**

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

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:

DALISAY F. ANDRES
Administrative Assistant III

Approved:

MOISES NEIL V. SERIÑO
Vice-President by Planning, Resource generation and Auxiliary Services

"Exhibit B"

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 - DECEMBER 2024.**

DALISAY F. ANDRES
Ratee

Approved:

MOISES NEIL V. SERIÑO
Head of Unit

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES				*(Jan-Dec)*	*(July-Dec)*					
OVPPRGAS MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	**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	200	416	5	5	5	5.00	
		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/workshops/ Orientation & Conf.	55	163	5	5	5	5.00	ISO, CMC, Strat Planning Workshop, FIC, SPPMIS, LUDIP, etc.
	2b.	*Records Management:*								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	110	140	5	5	5	5.00	
		* Number of pages of communications & other documents printed and filed		140	157	5	5	5	5.00	
		* Number of IP Messages downloaded and printed		100	135	5	5	5	5.00	
		* Number of emails downloaded and filed		90	120	5	5	5	5.00	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		250	190	5	5	5	5.00	

OVPPRGAS MFO 2. PLANNING SERVICES	**PI.1**	*Proactive submission of university 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 2020	Submit final CHECKS-HEMIS data online for 2020	2	2	5	5	5	5.00	
		* Number of CHED-HEMIS filled-up forms for online submission to CHED		10	24	5	5	5	5.00	
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	4	12	5	5	5	5.00	
		* 2021 Annual Report Distributed	Bounded 2021 annual report distributed to vsu main & external campuses	100%	100%	5	5	5	5.00	
	PI.2	*Efficient Planning and Monitoring Services*								
		* Land Use Development and Infrastructure Plan facilitated	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	6	69	5	5	5	5.00	
		* Number of VSU staff awarded for housing units.	VP/DF Andres	4	34	5	5	4	4.67	
	P1.3	*Performance Management Team Services*								
		* Number of OPCR Evaluation monitored and facilitated	OVPPRGAS	4	7	5	5	5	5.00	IGP/CCE/URS/ CPDE/ACRO/ OVPPRGAS/ ODPPIP
	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	5	5.00	

OVPPRGAS MFO 6. BIDS AND AWARDS COMMITTEE		* 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	
		* 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	70	245	5	5	5	5.00	
OVPPRGAS MFO 7. OTHER FUNCTIONS	**PI.1**	*Other functions assigned by the immediate/ higher supervisor*								
		* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	130	340	5	5	5	5.00	
		Number of VSU faculty & staff Clearance countersigned	VP/ DF Andres	40	96	5	5	5	5.00	
		Formal Investigation Committee	Facilitator/ Secretariate	100%						As the need arises
Total Over-all Rating									**118.67**	

Average Rating (Total Over-all Rating Divided by 24)		**4.75**	*Comments & Recommendations for Development Purpose*
Additional Points:			
Punctuality			***Apply for higher position***
Approved Additional Points (with copy of approval)			
FINAL RATING		**4.75**	
ADJECTIVAL RATING		**Outstanding**	

Approved by:

MOISES NEIL V. SERIÑO
Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2nd	
	3rd	
/	4th	

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

Head of Office: **MOISES NEIL V. SERIÑO**

Number of Personnel: 1

Activity	MECHANISM				Remarks
	Meeting			Others (Pls. specify)	
	One-on-One	Group			
Monitoring	regular check of deliverables				
Coaching					

Conducted by:

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

Noted by:

ELWIN J. V. YU
Next Higher Supervisor

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Dalisay F. Andres**

Performance Rating: Outstanding

Aim: Enhanced effective delivery of administrative services.

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

Date: January 1, 2025 Target Date: June 30, 2025

First Step: attend retooling training

Result: applied learned skill in offic function

Date: July 1, 2025 Target Date: December 31, 2025

Next Step: participate in university in house trainings

Outcome: enhanced & efficint deliv of admin function

Final Step/Recommendation: consider supervisory functin

Prepared by:

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services

Conforme:

DALISAY F. ANDRES
Administrative Assistant III

cc: ODA-HRD

VISAYAS STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2024**
Name of Staff: **DALISAY F. ANDRES** Position: **ADMINISTRATIVE ASSISTANT III**

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, DOST, 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

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES
2/F Administration Building
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Email: ovpprgea@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1004

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					
B. Leadership & Management (*For supervisors only to be rated by higher supervisor*) (Not included)	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	60				
Average Score	5				
Overall recommendation: efficient delivery of administrative support tasks					

MOISES NEIL V. SERIÑO
Vice-President for Planning, Resource Generation and Auxiliary Services