



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: procedvsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name	of	Administrative	Staff:
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ALBERT M. VERGIS

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.878	70%	3.4146
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.666	30%	1.35
		TOTAL NU	MERICAL RATING	4.76

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any TOTAL NUMERICAL RATING:	4.76	· ·
FINAL NUMERICAL RATING	4.76	
ADJECTIVAL RATING:	Outstandi	ng
Prepared by ALBERT M. VERGIS Name of Staff	Reviewed by:	ROSARIO A. SALAS Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Approved:

BEATRIZ S. BELONIAS
Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

FM-PRO-13

Rev.: 00

11-15-2019

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Control Number: ____

Number of documents delivered to offices concerned	Number of varied blank forms reproduced	outline reproduced	distributed to CVPI	reproduced, labeled and	Performance Evaluation Forms	Number of Teaching	Cuizzes/ Exams/ Laboratory	Number of documents i.e.	reproduced	notes/teaching manuals/IM's	Number of lecture	distributed to students	Number of Copy of Grades	faculty workload	individual workload, summary	workload, actual workload,	prepared i.e. projected	Number of workloads	etc.	proposed the metric of letters	Number of grant goodinents	attended and served	Number of documents	meetings conducted	Number of management	and monitored	and/or service units supervised	Number of der	PI 2 Additional outputs	,	friendly frontline service
uments es concerned	ed blank d	ed course	10	eled and	aluation Forms	china	roduced	uments i.e.		nanuals/IM's	ure	dents	by of Grades		ad. summary	workload,	ected	kloads		rico, ionoro,	mo's letters	ved	uments	ted	nagement		nits supervised	artments	utouts		friendly frontline service
Delivering office documents	Service	SELVICE				Service		Service			Service		Service					Preparing documents			Liebanna accamenta		Documenting		Documenting		S. Contraction of	Documenting			
Delivering office documents Delivers office related documents to office concerned	Reproduces/stocked varied blank forms ready to be served to clients	outlines	Deproduces evilable/course		Performance Evaluation Forms	Reproduces Teaching	Exercises etc.	Reproduces documents i.e.		manuals/IM's for faculty	Reproduces lecture notes/teaching		Distributes student copy of grades	(faculty/supervisor)	concerned individual	documents to be signed by the	documents i.e. varied workload	Prepares/encodes/prints	מות ווומונבטע בל נופ פעלים אופטי	on the second	memo's letters etc to be checked	approved documents	Assists on to be signed and		Documents/Assists in the meeting		monitoring one (1) department	Assists in supervising and		needs and inquiries	immediate response to client
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4.7	4./					4.7			2 3				5.0					5.0				70	0.0		5.0			4.7			







Visayas State University

College of Agriculture and Food Science

Department of Horticulture Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERT M. VERGIS. Staff of the Department of Horticulture, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measurys for the period July to December, 2019.

Date:

Administrative Aide III

Date:

ROSARIO A. SALAS
Department Head

- Rating Equivalents:
 5 Outstanding
 4 Very Satisfactory
 3 Satisfactory
 2 Fair
 1 Poor

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	-	-		-	Contract of the last of the la	-			programs		
							study linkages		linkages made on masteral		
		e	c	c	^	^	Documents/monitors Ms graduate		Number of MS graduate study Documenting/ Monitoring		
	70	n	n	7	3			1	BEST PRACTICES:		
		1		1	-		I Gacilli Pragrancii	7-17	monitored		
		(((0.10	0.2.0	Toaching Evaluation	menting/ Computing	Pl 2. Total Graduate FTE		
	57	7	ת	ת	200	2002	The second secon	1	Diodigii Holliforda		
			_	-		-	Documenting/ Facilitating Facilitates graduate degree program	Documenting/ Hacilitating	PI1. Graduate degree		
	43	7	Δ	4	4	4	The state of the s	ient Services	OVPI MFO 1. Graduate Degree Program Management Services	I MFO 1. Grad	OVP
			-	and the second named in	and in contrast of the contras	-			UMFO 1. ADVANCED EDUCATION SERVICES	1. ADVANCED	UMFO 1
			-	and the last of the last	-						
	Avei	Time	Effici	Qua	2019)			Projects	Indicator (PI)	tion	No.
Remark	rage	liness		ality	plishmnt	Target	Tasks Assigned	Program/Activities/	ip- Success/Performance	MFO Descrip-	MFO
	3	Rating	70		^^~						

	ling	Outstanding	Ou						ating	Adjectival Rating
200		010,4								Final Rating
2000		070							Approved additional points (with copy of approval):	Approved a
with the seas									ints	Additional points:
The state of the s		4.878							ing	Average Rating
Development Purpose:									детейден үчнө жана Жангайна канан канан канан канан канан канан жана жана	
Recommendations for	ယ	146.333							II Rating	Total Over-all Rating
Comments &	57.3			Total points:	Total					
						S	Updates and maintains documents re Center of Excellence (CAFS)	Updating and maintaining documents	Number of Application for CHED Center of Excellence	
	4.7	Ch	- Oi	30 4		_	Prepares documents for ISO 9001:2015	Preparing/ Encoding/ Printing	Number of Application for ISO (Prepared) - on-going	
									Best Practices/New Initiatives:	

Evaluated and Rated by:

ROSARIO A. SALAS, Ph.D.

Head, DOH

Date:

Recommending Approval:

VICTOR B. ASIO, Ph.D.
Dean, CAFS
Date:

Approved:

BEATRIZ S/BELONIAS, Ph.D.
Vice Pres. fbr instruction
Date:

		-			-	andided with honoroganichene		
					-	many BSA undergrad students		students awarded with
5.0	Ch	51	5	Ο Ί	51	Documents/Monitors who and how	Documenting/ Monitoring	Number of undergraduate
5.0	Ch	<u>0</u> 1	5	10	2	Facilitates papers, monitors	Documenting/ Monitoring	Number of international exchange students
5.0	CT	<i>5</i> 5	ζī,	Oi	On	Documents/monitors students with scholarship/grants	Documenting/ Monitoring	Number of students awarded Documenting/ Monitoring with scholarship/ fellowship/grants
4.7	CT	51	4	30	_	Prepares documents for ISO 9001:2015	Preparing/ Encoding/ Printing	Number of ISO 9001:2015 applied
						Updates and maintains documents re AACCUP	Updating and maintaining documents	Number of AACCUP Accreditation maintained
						Updates and maintains documents re Center of Excellence (CAFS)	Updating and maintaining documents	Number of maintained Center of Excellence (CAFS) status designated by CHED
	H							Best Practices/New Initiatives:
5.0	(J)	Ot	(J)	2	N	Facilitates linkages with academe / industry in the Department	Documenting/ Monitoring/ Facilitating	Pl.Z. Number of academe/industry linkage established
5.0	5	O1	O1	20.00%	20%	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	Documenting/ Monitoring	PI 6. Percentage increase in the number of undergraduate students enrolled
5.0	5	Oi	O1	50.00%	50%	Monitors the passing percentage in licensure examination	Monitoring	PI 3. Average passing percentage in licensure examinations in mandated programs
5.0	51	51	51		_	Ensures that the BSA-Horticulture degree program is compliant to CHED CMO	Monitoring	PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered
5.0	51	Çī	5	155.05	155.05	Encodes, prints, computes Faculty Teaching Evaluation	Documenting/ Computing FTE	P1.1. Total Undergraduate FTE Documenting/ Computing monitored FTE
							ervices	OVPI MFO 1. Curriculum Program Management Services
	-							UMFO 2. HIGHER EDUCATION SERVICES
14.3	1	-		Total points:				
						students awarded with scholarships/ assistanships	q	students awarded with scholarships/ assistanships
April Control of the	_					Documents/monitors graduate	Locumenting/ Monitoring	TI I NUTTION OF GIAGUATE

	***			lotal points			_	1.444
UMFO 4. EXTENSION SERVICES								
PI 4. Number of beneficiaries								
served								
Groups	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	ω	ω	Ch	Ch	Or	5.0
Individuals	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	30	30	CT	Ch	CI	5.0
				Total points:				10.0
UMFO 5. SUPPORT TO OPERATIONS (STO)								
OVPI MFO 3. Faculty Evaluation Services								
ars/	As participant	Participates seminars/	4	_	CTI	Ci	Ch	5.0
trainings/conventions/		trainings/conventions/ workshops					-	
workshops coordinated for		coordinated outside of the				-		
L		university	200		1	1	1	
rated by students with at least	Documenting	Lensures that all faculty has at least very satisfactory rating in 50% of	60%	60%	0	O.	U	5.0
very satisfactory rating in 50%		the subjects evaluated by students					_	
of the subjects evaluated								
PI 4. Number of in-house	Preparing documents/ As	Conducts/Participates in-house	-		1	1	+	
	participant/ As secretariat	seminars/trainings/					-	
workshops/reviews		workshops/reviews and/or Assist						
conducted/attended		in preparation and printing of all						
		documents			L	L	L	
OVPI MFO 4. Program and Institutional Accreditation Services	on Services						L	
PI 1. Number of degree	Documenting/ Monitoring	Documents/Monitors					_	
programs which passed accreditation/evaluation at								
least Level I								
	Documenting/ Monitoring	Documents/Monitors	100%	100%	Ch	Ch	Ch	5.0
program compliant with CHED								
PI 4. Additional outputs					Ц	Н	+	
	Documenting	Documents activities	2	2	CT	S	රා	5.0
Tiester 1	•	organized/attended/					20-10-	
assisted/participated/ facilitated		assisted/participated/ facilitated						
			-		L	-	+	3
				lotal points:				20.0