



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: 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 NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding


Prepared by: 
ALBERT M. VERGIS
Name of Staff

Reviewed by: 
ROSARIO A. SALAS
Department/Office Head

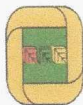
Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

	P1.1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	4	5	5	4.7	
	P1.2. Additional outputs	Documenting	Assists in supervising and monitoring one (1) department	1	1	4	5	5	4.7	
	Number of departments and/or service units supervised and monitored	Documenting	Documents/Assists in the meeting	2	4	5	5	5	5.0	
	Number of management meetings conducted	Documenting	Assists on to be signed and approved documents	450	450	5	5	5	5.0	
	Number of documents attended and served	Preparing documents	Prepares draft documents i.e. memos, letters, etc. to be checked and finalized by the supervisor	10	15	5	5	5	5.0	
	Number of draft documents prepared i.e. memos, letters, etc.	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	15	5	5	5	5.0	
	Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Distributes student copy of grades	120	120	5	5	5	5.0	
	Number of Copy of Grades distributed to students	Service	Reproduces lecture notes/teaching manuals/IMs for faculty							
	Number of lecture notes/teaching manuals/IMs reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	15	4	4	5	4.3	
	Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces Teaching Performance Evaluation Forms	1,000	1,500	4	5	5	4.7	
	Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVP	Service	Reproduces syllabus/course outlines							
	Number of syllabus/ course outline reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	50	4	5	5	4.7	
	Number of varied blank forms reproduced	Service	Delivers office related documents to offices concerned	100	120	4	5	5	4.7	
	Number of documents delivered to offices concerned	Delivering office documents								



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

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 measures for the period July to December, 2019.

[Signature]
ROSARIO A. SALAS
 Department Head
 Date: _____

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
		P1. Graduate degree program monitored	Documenting/ Facilitating	Facilitates graduate degree program	1	1	4	4	5	4.3	
		P12. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.25	0.25	5	5	5	5.0	
		BEST PRACTICES:									
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	5	5	5.0	
OVPI MFO 2. Graduate Student Management Services											

Best Practices/New Initiatives:													
Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015	1	30	4	5	5	4.7					
Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)											
Total Over-all Rating			Total points:		148.33		57.3						
Average Rating					4.818								
Additional points:													
Approved additional points (with copy of approval) :													
Final Rating					4.818								
Adjectival Rating					Outstanding								
Comments & Recommendations for Development Purpose:										Keep up the good work			

Evaluated and Rated by:

Recommending Approval:

Approved:

[Signature]
ROSARIO A. SALAS, Ph.D.
 Head, DOH
 Date: _____

[Signature]
VICTOR B. ASIO, Ph.D.
 Dean, CAFS
 Date: _____

[Signature]
BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

UMFO 2. HIGHER EDUCATION SERVICES												
OVPI MFO 1. Curriculum Program Management Services												
	PI 1. Number of graduate students awarded with scholarships/ assistantships	Documenting/ Monitoring	Documents/monitors graduate students awarded with scholarships/ assistantships									
	PI 1. Total Undergraduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	155.05	155.05	5	5	5	5	5.0		
	PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered	Monitoring	Ensures that the BSA-Horticulture degree program is compliant to CHED CMO	1	1	5	5	5	5	5.0		
	PI 3. Average passing percentage in licensure examinations in mandated programs	Monitoring	Monitors the passing percentage in licensure examination	50%	50.00%	5	5	5	5	5.0		
	PI 6. Percentage increase in the number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	20%	20.00%	5	5	5	5	5.0		
	PI 7. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe/ industry in the Department	2	2	5	5	5	5	5.0		
	Best Practices/New Initiatives:											
	Number of maintained Center of Excellence (CAFS) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)									
	Number of AACCCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCCUP									
	Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015	1	30	4	5	5	5	4.7		
	Number of students awarded with scholarship/ fellowship/grants	Documenting/ Monitoring	Documents/monitors students with scholarship/grants	5	5	5	5	5	5	5.0		
	Number of international exchange students	Documenting/ Monitoring	Facilitates papers, monitors	2	10	5	5	5	5	5.0		
	Number of undergraduate students awarded with honors/distinction	Documenting/ Monitoring	Documents/Monitors who and how many BSA undergrad students awarded with honors/distinctions	5	5	5	5	5	5	5.0		
				Total points:					14.3			

