

PERSON IL RECORDS AND PERFORMANCE EVALUATION OFFCE

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name	of	Admi	nist	rative	Staff:
Name	OI.	Mulli	IIIO	Idlive	Otali.

Jerry B. Posas

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4. 73	70%	3.31
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
	•	TOTAL NUN	IERICAL RATING	4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.73

4.73

OUTSTANDING

Prepared by:

JERRY B. POSAS

Name of Staff

Reviewed by:

OTHELLO B. CAPUNO
Department/Office Head

Recommending Approval:

JOSE L. BACUSMO

Dean/Director

Approved:

OTHELLO B. CAPUNC

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>JERRY B. POSAS</u> of the <u>OFFICE OF THE VICE PRESIDENT FOR RESEARCH</u>, <u>EXTENSION & INNOVATION (OVPREI)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June, 2020</u>.

JERRY B. POSAS

Ratee

Approved:

THELLO B. CAPUNO

Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Taxast	Actual	Rating					
Research Administration	No. of documents/papers		Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks	
Services	delivered	Performs messengerial services	1250	1400	5	5	5	5		
	No. of documents recorded	Records outgoing	800	1000						
	No. of vouchers, PRs.	documents. Follow up vouchers, PRs,		1000	5	4	5	4.66	,	
	payrolls, trip tickets, job orders, appointments followed up	payrolls, trip tickets, job orders, appointments	575	700	5	5	5	5		
	Reproduce and maintain good condition of the	Print/reproduce using	1750	1855	4	4	4	4.00		
	risograph and copying machine	risograph and copying machine				4	4	4.00		
	Distributed notice of meetings to	Distribute notice of	1545	1800	5	5				
	departments/centers	meetings to departments/centers				5	5	5		
otal Over-all Rating								4.73		

Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Punctuality	xx	
Approved Additional points (with copy of approval)	xx	
FINAL RATING		4.73
ADJECTIVAL RATING		OUTSTANDING

Development Purpose:	1 .
Very Efficient Corker!	
Keep it up.	
	1

DJECTIVAL RATING				
Evaluated and Rated by:		Recommending Approva	ıl:	Approved by:
OTHELLO B. CAPUNO Unit Head		JOSE L. BACUSMO Dean/Director		OTHELLO B. CAPUNO Vice President, R & E Date:
Date:	– Efficiency	3 – Timeliness	4 – Average	



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period:	January to June 2020			
Name of Staff: _	Jerry B. Posas	Position: _	Adm. Aide 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

1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. 2. Makes self-available to clients even beyond official time 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 4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 5. Commits himself/herself to help attain the targets of his/her office by assisting comployees who fail to perform all assigned tasks 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. 7. Keeps accurate records of her work which is easily retrievable when needed. 8. Suggests new ways to further improve her work and the services of the office to its clients 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 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 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment 12. Willing to be trained and developed	A.	Commitment (both for subordinates and supervisors)	T		Son	10	
2. Makes self-available to clients even beyond official time 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 4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 5. Commits himself/herself to help attain the targets of his/her office by assisting comployees who fail to perform all assigned tasks 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. 7. Keeps accurate records of her work which is easily retrievable when needed. 8. Suggests new ways to further improve her work and the services of the office to its clients 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 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 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment 12. Willing to be trained and developed		Demonstrates sensitivity to client's needs and makes the latter's experience in	5	Tal	_	_	1
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improvement of his work accomplishment 12. Willing to be trained and developed 5 4 3 2 1	10.	outputs of which results as a best practice that further increase effectiveness of the	5	4	3	2	1
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					7

	3. 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									
	Average Score									

Overall recommendation	:	

OTHELLO B. CAPUNO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Jerry B. Posas</u> Performance Rating: <u>Outstanding</u>
Aim:To have a smooth and efficient office operations
Proposed Interventions to Improve Performance:
Date: _January 1, 2020 Target Date: _June 30, 2020
First Step:
1. To deliver and follow-up documents/papers effectively.
2. To attend a training on values orientation workshop.
Result:
1 Systematic recording of documents delivered and achieved.
Date: _July 1, 2020 Target Date:December 31, 2020
Next Step:
1. Assist the incharge in the over-all activity of the office as support staff and
work overtime if necessary.
Outcome: Efficient office operations.
Final Step/Recommendation:
Recommended for promotion.
Prepared by: OR Capul OTHELLO B. CAPUNO Unit Head
Conforme:

C

JERRY B. POSAS
Name of Ratee Faculty/Staff