



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RHEA ANGELIE M. FERNANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.84

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

RHEA ANGELIE M. FERNANDEZ
Name of Staff

Reviewed by:

ANGELICA P. BALDOS
Department/Office Head

Recommending Approval:

ANGELICA P. BALDOS
Director

Approved:

DILBERTO O. FERRAREN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA ANGELIE M. FERNANDEZ, of the Office of the Head of the University Review 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 to June, 2021.

RHEA ANGELIE M. FERNANDEZ
Ratee

Approved:

ANGELICA P. BALDOS
Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGAS MFO 1. Administrative and Support Services Management	PI. 1. Efficient and Customer Friendly Frontline Service								
	Percentage of complaints from clients served	Entertain clients with no complaints	100%	100%	5	5	5	5	
	PI 2. Effectively acted Administrative/financial documents								
	Number of administrative and financial documents timely and effectively acted upon.	Prepare, record and release all financial/ administrative documents.	40	482.5% (193/40)	5	5	5	5	
	Number of administrative & management meetings facilitated	Facilitate and assist in meetings	6	150% (9/6)	4	5	5	4.67	

	Number of documents issued, maintained, retrieved, and controlled as dDRC	Issue, maintain, retrieve, and control controlled documents	40	332.5% (133/40)	5	5	5	5	
OPVPPRGAS MFO2 Planning, Management, and Monitoring Services	Number of databases on VSU performance in various licensure examinations maintained	Maintain licensure examination databases	1	100% (1/1)	5	5	4	4.67	
	Number of databases of experts as lecturers and resource persons	Maintain experts database	1	100% (1/1)	5	5	4	4.67	
Total Over-all Rating								29.01	

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

Comments & Recommendations for Development Purpose:
<u>Continued attendance to trainings, seminars, and workshops related to job description; Assign new responsibilities to develop new skills.</u>

Evaluated & Rated by:


ANGELICA P. BALDOS
Unit Head


Date: _____

Recommending Approval:


ANGELICA P. BALDOS
Director, CCE

Date: _____

Approved by:


DILBERTO O. FERRAREN
Vice President, PPRGAS

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **RHEA ANGELIE FERNANDEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Prepare, record, and release financial/administrative documents	Financial/administrative documents	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
2	Issue, maintain, retrieve, and control records and documents	Organized filing of records and documents following QMS processes	January 2021	June 2021	June 2021	Impressive	Outstanding	
3	Entertain clients' concerns and needs, provides timely and efficient service, ensures clean and organized work space	Zero complaints from clients served	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
4	Facilitate and assist in meetings and other official functions	Actual number of meetings and official functions	Jan. 13, 2021; Feb. 1, 2021; March 12, 17, 2021; April 4, 20, 23, 29, 2021	Jan. 13, 2021; Feb. 1, 2021; March 12, 17, 2021; April 4, 20, 23, 29, 2021	Jan. 13, 2021; Feb. 1, 2021; March 12, 17, 2021; April 4, 20, 23, 29, 2021	Impressive	Outstanding	
5	Maintain licensure examination database	Actual number of licensure examination database	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
6	Maintain experts database	Actual number of experts database	Year- round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

*Angelica P. Baldos***ANGELICA P. BALDOS**

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: RHEA ANGELIE M. FERNANDEZ Position: Admin. 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

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		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		N/A				
Average Score		N/A				

Overall recommendation : Continued attendance to trainings, seminars, and workshops related to job description; Assign new responsibilities to develop new skills


ANGELICA P. BALDOS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Office of the Head of the University Review Services

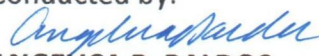
Head of Office: Angelica P. Baldos

Number of Personnel: One (1)

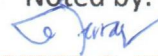
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	February 1, 2021				Referred to the corrective actions listed in RFCAs and OFIS to check progress of immediate deliverables. Referred to Accomplishment Report submitted together with DTR.
Coaching	February 1, 2021				Used democratic coaching to give freedom and accountability to staff, head only steps in when needed to guide staff.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ANGELICA P. BALDOS
Immediate Supervisor


Noted by:


DILBERTO O. FERRAREN
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 6. General Administration and Support Services								
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	1. Prepare, record, and release financial/administrative documents	Rhea Angelie Fernandez, Angelica Baldos	January 2021	50%	100%			Submitted PR, IPCR & OPCR Target, OPCR Accomplishments
	2. Issue, maintain, retrieve, and control records and documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
PI 2. Zero percent complaint from clients served	1. Entertain clients' concerns and needs, provides timely and efficient service, ensures clean and organized work space	Rhea Angelie Fernandez, Angelica Baldos	Year - round	100%	100%	100%	100%	Done daily.
	2. Prepare, record, and release financial/administrative documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
	3. Facilitate and assist in meetings and other official functions	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.
	4. Maintain licensure examination database	Rhea Angelie Fernandez	Within the period prescribed	100%	100%	100%	100%	Accomplished within the period
	5. Maintain experts database	Rhea Angelie Fernandez	Within the period prescribed	100%	100%	100%	100%	Accomplished within the period
	6. Issue, maintain, retrieve, and control records and documents	Rhea Angelie Fernandez	Year - round	100%	100%	100%	100%	Done daily.

Prepared by:


ANGELICA P. BALDOS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rhea Angelie Fernandez

Performance Rating: _____

Aim: Improve skills for current job and acquire knowledge and skills for new roles and responsibilities

Proposed Interventions to Improve Performance:

Date: January 1, 2021

Target Date: June 30, 2021

First Step: Involve in new roles like assigning her to tasks to address new normal e.g. creation of online forms, creation and management of virtual classrooms, creation of infographics, creation and maintenance of social media pages of the unit.

Result: Virtual classrooms for review classes created, advertising of services via different media


Date: July 1, 2021 Target Date: December 31, 2021

Next Step: Assign bigger responsibilities like her appointment as IT Expert in the SUC – ACAP, Inc – initiated Online Review Class for Licensure Examination for Agriculture

Outcome: She has shown marked improvement in her ability to make quick and effective decisions regarding routine and new tasks assigned to her with minimal supervision from head.

Final Step/Recommendation: Ms. Fernandez is deserving of a permanent position as she has shown how teachable she is and her willingness to improve on her skills and expertise. She also explores all possible solutions to challenges in the workplace and is able to work independently with very good results. She can also be depended on to take additional tasks normally not assigned to her.

Prepared by:


ANGELICA P. BALDOS
Unit Head

Conforme:


RHEA ANGELIE M. FERNANDEZ

Name of Ratee Faculty/Staff