VISAYAS STATE UNIVERSITY

DEPARTMENT OF
BUSINESS AND MANAGEMENT

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
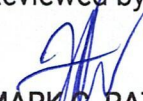
Name of Administrative Staff: Julie Ann Orias

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL NUMERICAL RATING	4.70

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.70

FINAL NUMERICAL RATING   4.70

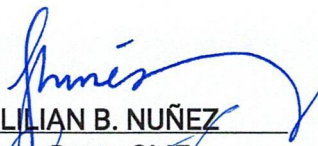ADJECTIVAL RATING: Outstanding

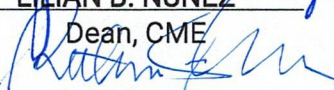Prepared by:

JULIE ANN ORIAS
Name of Staff

Reviewed by:

MARK C. RATILLA
Head, DBM

Recommending Approval:

LILIAN B. NUÑEZ
Dean, CME

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Julie Ann Orias</u>, of the <u>Department of Business and Management</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January</u> to <u>June, 2024</u>.

<u>JULIE ANN ORIAS</u>
Ratee

Approved: <u>MARK C. RATILLA</u>
Head of Unit

MFO& PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Rating				Remark
					Q1	E2	T3	A4	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPAA UMFO 3. Higher Education Management Services									
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	10	0	3	3	3	3.0	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAA MFO 4. Program and Institutional Accreditation Services									
PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	100%	5	5	5	5.0	

	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100%	5	5	4	4.7	
PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attends various university seminars/workshops	2	2	5	5	5	5.0	
UMFO 6. General Admin. & Support Services (GASS)								
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint from clients	100%	5	5	5	5.0	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/ introduces improvements in performing functions resulting to best practice	1	1	5	5	5	5.0	
	A 48.Other outputs implementing the new normal due to covid 19	Disinfect the area of work especially the table used, printer, computer and the IP phone	4	4	5	5	5	5.0	
	Number of documents attended and served	Facilitated in the signing of documents to the Head.	600	700	5	5	5	5.0	
		Printed registration forms during enrollment	800	956	5	5	5	5.0	
		Issued ISO forms to Students	450	700	5	5	5	5.0	

		Drafts Communication Letters and prepares endorsement letters for students undergoing OJT	100	250	5	5	5	5.0	
		Prepares Projected faculty workload load	1	1	5	5	4	4.7	
		Prepares Overload Pay for Teaching	1	0	3	3	3	3.0	
Total Over-all Rating								60.3	

Average Rating (Total Over-all rating divided by 4)		4.64
Additional Points:		0
Approved Additional points (with copy of approval)		0
FINAL RATING		4.64
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Partitipate in relevant training and development activities to enhance admin competencies.

Evaluated & Rated by:

MARK C. RATILLA
Dept/Unit Head

Date: 7/25/24

Recommending Approval:

LILIAN B. NUÑEZ
Dean/Director

Date: 7/24/24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: 7/24/24

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

1st	Q
2nd	U A R
3rd	T E
4th	R

Name of Office: Department of Business and Management

Head of Office: DR. MARK C. RATILLA

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Initial Assessment and Discussion of TPES result with the concerned faculty member who got "satisfactory" rating	The department head conducted one-on-one meeting with the faculty concerned to discuss the evaluation results and understand their perspective on their performance.				Conducted periodic class observation.
Coaching Discussion of strategies to improve teaching performance	Asked the faculty member to conduct a self-assessment of their teaching performance. The faculty was asked to reflect on his teaching practices, identify areas where he feel confident, and areas he believes they need improvement.				In collaboration with the concerned faculty member and the department head, key focus areas for improvement were identified, including pedagogical techniques, student interaction, assessment methods, and content knowledge.

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

Conducted by:

MARK C. RATILLA
Immediate Supervisor

Noted by:

LILIAN B. NUÑEZ
Next Higher Supervisor

Exhibit L

Employee Development Plan

Name of Employee: **Julie Ann Orias**
Performance Rating: **4.70 (O)**

Aim: To become an effective and efficient overall front desk officer and records controller of the Department of Business and Management in support to department's program accreditation and evaluation.

Proposed Interventions to Improve Performance:

Date: January 2024   **Target Date**: June 2024

First Step

- Continual supervision on the procedures and records management practices; and orientation of the old and new records.

Results:

- Traceable and complete records as evidence during accreditation and audit.
- Positive feedbacks from clients, faculty members and from accreditors and auditors.

Date: January 2024   **Target Date**: June 2024

Next Step:

- Continuous improvement of the plans and programs of the department's records management and customer service.

Outcomes:

- Well organized and managed records
- Positive customer feedback

Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of records following the 5S principles
- Should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications.

Prepared by:

MARK C. RATILLA
Head, DBM

Conforme:

JULIE ANN ORIAS
Admin. Aide III

VISAYAS STATE UNIVERSITY

DEPARTMENT OF BUSINESS AND MANAGEMENT

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: <u>Julie Ann Orias</u>   Position: <u>Administrative Aide III</u>

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

No.	Item	Scale				
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	58				
	Average Score	4.83				

Overall recommendation:

Engage in training and development activities to enhance competencies relevant to the job.

MARK C. RATILLA
Immediate Supervisor