



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: RYAN JOHNSON B. VECINA (JANUARY - JUNE 2024)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.332
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.682</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

  
**RYAN JOHNSON B. VECINA**  
Name of Staff


Reviewed by:

  
**PROSE IVY G. YEPES**  
Department/Office Head

Recommending Approval:

  
**PROSE IVY G. YEPES**  
Immediate Supervisor

Approved:

  
**PROSE IVY G. YEPES**  
President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **RYAN JOHNSON B. VECINA** of the Visayas State University, Manila Office, 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 2024.

**RYAN JOHNSON B. VECINA**

Ratee

Approved:

*PROSE IVY G. YEPES*

Head of Office

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task Assigned	Target January to December 2022	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO 6: General Admin and Support Services</b>	<b>VMO MFO 1:</b>	Zero complaints from clients	Clients serve effectively and efficiently	90% zero complaint	100% zero complaint	5	5	4	4.67	
		Maintained cleanliness of the assigned vehicle for road worthiness	Road worthy vehicle	1 vehicle	1	5	5	5	5	
		No. of trip ticket completely served	Driving services	38%	80%	5	5	4	4.67	
	<b>VMO MFO 2:</b>	No. of messengerial services provided to VSU offices/officials not later than 2 days from receipt	Messengerial Service	8%	12%	5	5	4	4.67	
	<b>VMO MFO 3:</b>	Percentage of rooms cleaned and ready for occupancy within an hour after being vacated	Janitorial services	10%	20%	4	5	5	4.67	
	<b>VMO MFO 4:</b>	Number of requests for canvassing and purchasing supplies and materials	Canvassing and purchasing services	5	8	5	5	5	5	



		Number of check payments/LDDAP, checks served to concerned suppliers and payees	Messegerial services	2	4	4	5	5	4.67	
		Total Over-all Rating							4.76	

Average Rating (Total Over-all rating	
Additional Points:	
Punctuality	
Approved Additional points ( with copy of approval)	
Final Rating	
ADJECTIVAL RATING	

Comments & Recommendation for Development Purpose

Recommending approval:

Approved by:

**PROSE IVY G. YEPES**

Head, VMO

Date: \_\_\_\_\_

**PROSE IVY G. YEPES**

University President



**PROSE IVY G. YEPES**

University President

Date: \_\_\_\_\_

1- Quality

2 - Efficiency 3 - Timeliness

4 - Average

# PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: **RYAN JOHNSON B. VECINA**

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	Conducts and fetches the President from and to any point in Manila	Serves the president while on official travel to Manila	Various dated January to June 2024	Within January to June 2024	Within January to June 2024	Very Impressive	Outstanding	Served the President
2	Maintains the vehicle assigned in VSU-Manila	Keeps the vehicle clean and in good running condition	Various dated January to June 2024	Within January to June 2024	Within January to June 2024	Very Impressive	Outstanding	Vehicle is maintained and in good running condition
3	Assists in the maintenance of the cleanliness and orderliness of the surroundings of the building	Kept and maintained the cleanliness and orderliness of the surroundings of the building	Various dated January to June 2024	Within January to June 2024	Within January to June 2024	Very Impressive	Outstanding	Surroundings kept clean always
4	Delivery of various documents submitted to CHED/NTC/UNIFAST & other offices	Delivered and submitted to the said offices	Various dated January to June 2024	Within January to June 2024	Within January to June 2024	Very Impressive	Outstanding	Successfully delivered and submitted
5	Assists the VMO Staff in the procurement activities of VSU-MO	Purchased items/units transported to office.	Various dated January to June 2024	Within January to June 2024	Within January to June 2024	Very Impressive	Outstanding	Supplies/materials transported to office .

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

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

Prepared by:


  
**PROSE IVY G. YEPES**  
 Head of Office



Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: RYAN JOHNSON B. VECINA  
Performance Rating: OUTSTANDING

Aim: To maximize the productivity potential of the staff

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: January 2024-June 2024

First Step:

Discussion on how to minimize tardiness and absences in reporting to office

Result:

Occurrences of tardiness and absences of staff was minimal. Staff reports to office on or before time.

Date: May 2024

Target Date: July 2024 - December 2024

Next Step:


To keep safe and comfortable VSU Officials and other guests travelling on official business to Manila

Outcome: VSU Officials and/or guests were safely and comfortable transported to destination.

Final Step/Recommendation:

Attendance to seminar to enhance driving skills and personality development specially on good manners and conduct.

Prepared by:

  
PROSE IVY G. YEPES  
Unit Head

Conforme:

  
RYAN JOHNSON B. VECINA  
Name of Ratee/Staff





## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2024

Name of Staff: RYAN JOHNSON B. VECINA Position: Admin. Aide IV

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	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	<u>4</u>	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	<u>4</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her/his work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment	<u>5</u>	4	3	2	1





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	5	<u>4</u>	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	54/12				
Average Score	4.5				

Overall recommendation :

  
**PROSE IVY G. YEPES**  
Head, VMO