



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period: **January – June 2023**

Name of Administrative Staff:

CONNEL D. ANTIPASO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING:

4.96

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

4.96


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


CONNEL D. ANTIPASO
Name of Staff 9-13/23

Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head 9-13/23

Recommending Approval:


NA
Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President 9-13/23

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Academic Affairs** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2023.


CONNEL D. ANTIPASO
 Education Program Specialist II
 9-13/23

Approved:


BEATRIZ S. BELONIAS 7-13/23
 Vice President for Academic Affairs

MFOs/ PAPs	Success Indicators	Tasks Assigned	Targ et	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	27	27	4	5	5	4.67	
OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship action of VPI and submission of documents	20	25	5	5	5	5.00	
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members & endorsement to CHEDRO8/BOR	1	2	5	5	5	5.00	PE, BSCE adotpion of VSU Isabel
	PI 3: Number of existing curricula subjected to RQAT	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of	2	21	5	5	5	5.00	

	evaluation/CHED assessment and monitoring and issued COPC	COPC							
	PI 4: Percentage increase in number of undergraduate students enrolled in CHED/RDC-identified priority programs	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	70%	87.62%	5	5	5	5.00	
	PI 5: Increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	1	1	4	5	5	4.67	
	PI 6: Percentage passing of first time takers in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;	60%	78.68%	5	5	5	5.00	
	PI 4. Percentage of graduates (2 years prior) who are employed	Collected and summarized graduate tracer data needed for PMT perusal for submission to DBM and SUC PBB	41%	58.95%	5	5	5	5.00	
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	8	10	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	10	13	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs	Facilitated documents submitted by returning/graduated scholars	3	6	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	8	14	5	5	5	5.00	
	PI 3 Number of faculty granted with internal fellowship grants		5	10	5	5	5	5.00	
	PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings/seminars/conferences/workshops	32	41	5	5	5	5.00	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of hiring faculty	10	40	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 7. Distance Education Services									

	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled and facilitated meetings of offices involved in enrolment process to plan out for smooth enrolment procedures in preparation for the opening of classes	1	2	5	5	5	5.00	
OVPI MFO 8. Program and Institutional Accreditation Services (no longer under OVPA)									
UMFO 6. GASS									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	40	40	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Participated in the university committees for appropriate action such as LSUADPA, Academic & Admin Awards, OSH and other task force	3	5	5	5	5	5.00	
		Drafted 35 citations for Service Awardees and finalized 59 citations ready for submission to the supplier	30	59	5	5	5	5.00	
		Facilitated editing, finalization of camera-ready layout ready for production by the supplier for the 99 th Anniversary Convocation	30	59	5	5	5	5.00	
		Arranged plaques and oversee distribution to the recipients during the 99 th Anniversary Convocation	30	64	5	5	5	5.00	
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1380	1400	5	5	5	5.00	
		Computed overload pay for 1 st Sem, 2021-2022 of 160 faculty	50	160	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	2	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitors academic units to ensure customer-friendly front liners	10	10	5	5	5	5.00	
OVPI MFO 2. Frontline Services									

	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
Best practices/new initiatives									
Total Over-all Rating								29.34	
Average Rating								4.97	
Average Rating (Total Over-all rating divided by 4)			4.97		Comments and Recommendations for Development Purpose: <i>Keep up the good work</i>				
Additional Points:									
Approved Additional points (with copy of approval)		XX							
FINAL RATING			4.97						
ADJECTIVAL RATING									

Evaluated and Rated by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.
 Unit Head
 9/13/23
 1 - Quality 2 - Efficiency

3 - Timeliness

Approved by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Academic Affairs 9/13/23
 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: **CONNEL D. ANTIPASO**

Position: **EPS II**

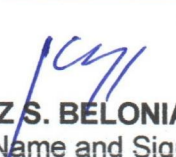
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total $5 \times 11 = 55$ $4 \times 1 = 4$ $59/12 = 4.92$				
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					
Average Score					

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office 9-13/23

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO

Performance Rating: _____

Aim: To efficiently assist the Vice President for Academic Affairs in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: January – June 2023

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: January 2023 Target Date: January – June 2023

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:

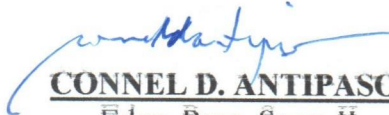
Improved delivery of services among clientele in the day to day transactions in the office.


Final Step/Recommendation:

Participate in webinars/trainings to enhance the skills in the performance of functions needed in the delivery of services at OVPA.

Prepared by:

Conforme:


CONNEL D. ANTIPASO
Educ. Prog. Spec. II 9.13/23


BEATRIZ S. BELONIAS
Unit Head 9.13/23