



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
**VICE PRESIDENT FOR
RESEARCH, EXTENSION,
AND INNOVATION**

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CAROLINE B. ANDUYAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:


CAROLINE B. ANDUYAN
Name of Staff


Reviewed by:


SANTIAGO T. PEÑA, JR.
Department/Office Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
Vice President for Research, Extension, and Innovation

Approved:


SANTIAGO T. PEÑA, JR.
Vice President for Research, Extension and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Caroline B. Anduyan, of the Office of the Vice President for Research, Extension, and Innovation (OVPREI) 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.

C. B. Anduyan
CAROLINE B. ANDUYAN

Ratee

Date: 7/12/2024

Approved:

SANTIAGO T. PEÑA, JR.

Vice President, R E & I

Date: 7/15/2024

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	100% of administrative documents approved/acted within one day from receipt	Assists in the daily clerical & logistical needs of the OVPREI office including answering communications via phones, e-mails, IPs; keeping and updating schedules of the VPREI and assisting/receiving visitors of the office as frontline officer.	100%	100%	5	5	5	5	
		Encodes, prepares and print official communications, accomplishment report of Job Orders; PPMP, PRs, Travel Request/Order, Trip tickets, POs, Minutes of meeting, notices, attendance sheet, accomplishment reports, etc.	80	119	5	5	5	5	

		Consolidate all planning and monitoring forms including OPCR/IPCR and other ISO related documents.	100%	100%	5	5	5	5	
		Cascading of all updated forms, guidelines and procedure manuals of the university and maintain the filing system of OVPREI.	100%	100%	5	5	4	4.67	
		Facilitates preparation for accommodation of meals/snacks of visitors specially during meetings.	30	17	5	5	5	5	
Efficient and customer friendly frontline service	Zero percent complaint from client served	Officers of the hours	Officers of the hours.	Officers of the hours.	5	5	5	5	
Legal Office MFO 1: Administrative and Support Service Management									
Efficient legal services management	Prosecution/Resolution of cases	Number of investigation report submitted	1	2	5	5	5	5	
		Scheduled committee meetings/investigation and sent notices/communications to concerned staff/persons involved in admin	3	4	5	5	5	5	

		cases/reports			5	5	4.87	4.95	
Total Over-all Rating							4	4	

Average Rating (Total Over-all rating divided by 4)		4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Recommended to attend further training on admin/clinical works

Evaluated & Rated by:

Recommending Approval:

Approved by:

SANTIAGO T. PEÑA, JR.

Vice President, R E & I

Date:

7/14/2024

SANTIAGO T. PEÑA, JR.

Vice President, R E & I

Date:

7/15/2024

SANTIAGO T. PEÑA, JR.

Vice President, R E & I

Date:

7/15/2024

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CAROLINE B. ANDUYAN

Signature: _____

Performance Rating: Outstanding

Aim: To ensure good quality performance in the workplace.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

1. Constant follow up of the plans and targets
2. Encourage to attend activities for capability building

Result:

1. Problems and issues are immediately addressed
2. Enhance the capacity and ability to perform the tasks assigned especially in the office knowledge management and in cascading all the updated forms in line with ISO

Date: July 2024

Target Date: December 2024

Next Step:

Empowering the staff to excel in her workplace in order to contribute for the betterment of the OVPREI and for the university

Outcome: Employee is capacitated and abled enough to deliver services which are needed by the clients.

Final Step/Recommendation:

Provide opportunity for continuous learning and capability development.

Prepared by:

SANTIAGO T. PEÑA, JR.

Unit head

Conforme:

CAROLINE B. ANDUYAN

Name of Ratee Faculty/Staff



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: Caroline B. Anduyan

Position: Administrative 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		59				
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		4.92				
Overall recommendation:						


SANTIAGO T. PEÑA
 Immediate Supervisor