



Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 0542 Email Address: ovpre@vsu.ediu.ph Website: www.vsu.edu.ph

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Marilou L. Sta. Iglesia

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.71	70%	3.2
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.4
		TOTAL NUM	MERICAL RATING	4.6

TOTAL NUMERICAL RATING: 4.6

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: 4.6

FINAL NUMERICAL RATING 4.6

Prepared by:

ADJECTIVAL RATING:

Reviewed by:

Outstanding

Name of Staff

Recommending Approval

Approved:

Dean/Director

Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

FM-PRO-13

Rev.: 00

11-15-2019

Page 1 of 1

Control Number: \_\_\_\_

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

l, Marilou L. Sta. Iglesia, of the OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION (OVPRE) commits	to deliver an	d agree
to be rated on the attainment of the following targets in accordance with the indicated measures for the period	January	to
June , 20 <u>19</u> .		

MARILOU L. STAVIGLESIA

Ratee

Approved:

HELLO B. CAPONO,
Head of Unit

	Success Indicators	Tasks Assigned Target	Target	Actual		Ra			
MFO and PAPs	Success mulcators	Tasks Assigned	rarget	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
Research Administration	100% of administrative	Receives/ records			5	5	5	5.00	
Services	documents approved/acted	appointments of casuals,				3		3.00	
	within one day from receipt	contractuals,							
	Within one day from receipt	project/study leaders;,	450	530					
		travel orders,	500	550					
		leave applications,	50	77					
		CSRs &DTRs,	30	45					
		leave status,	15	27					
		faculty workloads,	130	165					
		clearances,	25	40					
		reimbursements/liquidation							
		of cash advances/PRs, RIS,							
		vouchers;	200	340					
		OICship and	55	65					
		official communications	30	40					
		Prepares appointment of			4	5	5	4.66	
		casuals/contractuals/Job							
		Orders;	30	55					
		payrolls,	30	45					
		vouchers,	35	45					
		RIS,	15	35					
		PRs,	30	40					
		PJRs,	10	20					
		Trip tickets,	20	30					
		POs,	4	7					
		Abstract of Quotations,	4	10					
		Travel documents,	25	40					
		OICship,	15	30					
		Application for Leave,	10	25					
		Liquidation,	10	25					

10 Inspection Report, Canvass Papers, 5 7 BUR, etc 10 15 Encodes and print official 25 40 5 4 4 4.33 communications. Help delivers office 50 60 5 5 466 communications/papers to concerned offices/dept./centers/indivi duals. Facilitates preparation for 400 5.00 450 5 5 5 accommodation of meals/snacks of visitors specially during meetings. INTERVENING: 1. Assisted/facilitated meals/lunch of farmers during Farmers & Fisherfolks Day. Efficient and customer Zero percent complaint from Officers of the hours Officers of the hours. Officers of 5 4 4.66 friendly frontline service client served the hours. Total Over-all Rating 4.71

Average Rating (Total Over-all rating divided by 4)		4.71
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:** 

Improve further the record keeping of our office.

FINAL RATING		
ADJECTIVAL RATING		Outstanding
Evaluated and Rated by:	Recommending Approval:	Approved by:
OTHELLO B. CAPUNO Dept./Unit Head	JOSE L. BACUSMO Dean/Director	OTHELLO B. CAPUNO Vice President, R & F
Date:	Date:	Date:
1 – Quality 2 – Effici	ency 3 – Timeliness 4 – Avera	200

4 – Average

1 - Quality

## Instrument for Performance Effectiveness of Administrative Staff

	Rating Period:	_January	<u> – June 2019</u>	
Name of Staff:	Marilou L. Sta.	lglesia	Position: _Adm. /	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)	_	5	Scale	е	
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	( <u>5</u> )	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	(5)	4	3	2	1

improvement of his and a second of his anature of his and a second of his and a second of his and a second		_	T	Ι	_
improvement of his work accomplishment					
Willing to be trained and developed	(5)	4	3	2	,
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		,	Scal	е	
<ol> <li>Demonstrates mastery and expertise in all areas of work to gain trust, respectand confidence from subordinates and that of higher superiors</li> </ol>	t 5	4	3	2	
<ol><li>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.</li></ol>	5	4	3	2	
<ol> <li>Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for furthe satisfaction of clients.</li> </ol>	e r 5	4	3	2	
<ol> <li>Accepts accountability for the overall performance and in delivering the outpurequired of his/her unit.</li> </ol>	t 5	4	3	2	
<ol><li>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</li></ol>	r s 5	4	3	2	
Total Score	Total Score 57				
Average Score	4.75				

Overall recommendation

Keep it up your good work especially in following-up our papers.

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marilou L. Sta. Iglesia Performance Rating: Outstanding
Aim:To have a smooth and efficient office operations
Proposed Interventions to Improve Performance:
Date: January 1, 2019 Target Date: June 30, 2019
First Step:
1. To come up with a systematic recording of documents.
2. To attend a training on data management system.
Result:
1 Systematic recording of documents achieved.
Date: July 1, 2019 Target Date: December 31, 2019
Next Step:
1. Application of data based management system.
Outcome: Efficient office operations.
Final Step/Recommendation:
Renew services but with close guidance.
Prepared by:  OTHELLO B. CAPUNO  Unit Head
Conforme:  MARILOU L STA. IGLESIA  Name of Ratee Faculty/Staff