**OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION**
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

**Annex P**

Name of Administrative Staff:    MARIA PRECILLA P. BALO

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Numerical Rating per IPCR | 4.66 | 70% | 3.26 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.50 |
| **TOTAL NUMERICAL RATING** | | | **4.76** |

TOTAL NUMERICAL RATING:              4.76
Add:  Additional Approved Points, if any:   0
TOTAL NUMERICAL RATING:              4.76
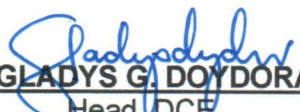
FINAL NUMERICAL RATING              4.76

ADJECTIVAL RATING:              Outstanding

Prepared by:

**MARIA PRECILLA P. BALO**
Administrative Aide IV

Reviewed by:

**GLADYS G. DOYDORA**
Head, DCE

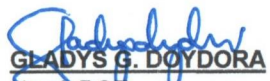Recommending Approval:

**JANNET C. BENCURE**
Dean, CET

Approved:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs

**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.

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V0 11-12-2021
No. 009-81

# DEPARTMENT OF CIVIL ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 555-0600 local 1020
Email: civilengineering@vsu.edu.ph
Website: www.vsu.edu.ph

# VISAYAS STATE UNIVERSITY

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA PRECILLA P. BALO, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING 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 2022.

Approved:

**MARIA PRECILLA P. BALO**
Administrative Aide IV
Date: June 30, 2022

**GLADYS G. DOYDORA**
Head, DCE
Date: JULY 4, 2022

**JANNET C. BENCURE**
Dean, CET
Date: 21 July 2022

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Program/ Activities/ Projects | Tasks Assigned | Target | Accomplishment | Rating | | | | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| **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 | 1 | 2 | 5 | 5 | 4 | 4.7 | |
| **UMFO 5. SUPPORT TO OPERATIONS** | | | | | | | | | | | |
| | OVPAA MFO 4. Program and Institutional Accreditation Services | | | | | | | | | | |

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Program/ Activities/ Projects | Tasks Assigned | Target | Accomplishment | Rating | | | | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| | 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 theQMS 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 | zero non-conformity | 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% compliant | 4 | 5 | 5 | 4.7 | |
| | | On program accreditations | | | | | | | | | |
| | PI 9. Additional Outputs | Number of in-house seminars/trainings/ workshops/reviews conducted/attended | Attended | Attends various university seminars/workshops | 1 | 3 | 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 | Zero complaint from clients | 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 | 4 | 4 | 4 | 4.0 | |
| | | A 48.Other outputs implementing the new normal due to covid 19 | | Disinfect DCE Office and posted COVID related information | 1 | 3 | 5 | 5 | 4 | 4.7 | |

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Program/ Activities/ Projects | Tasks Assigned | Target | Accomplishment | Quality | Efficiency | Timeliness | Average | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Number of documents attended and served | Documentation | Prepares administrative and financial matter of the department, facilitates in the signing of documents to the head and process documents of students during pandemic | 550 | 430 | 5 | 5 | 4 | 4.7 | |
| | | | | Drafts Individual Class Schedule of the Faculty | 15 | 8 | 4 | 4 | 4 | 4.0 | |
| | | | | Prepares report of actual teaching load | 2 | 1 | 5 | 5 | 5 | 5.0 | |
| | | Number of office and laboratory equipment purchased | Documentation | Prepares purchase request | 10 | 5 | 4 | 5 | 5 | 4.7 | |
| | | | | Prepares Project Procurement Management Plan (PPMP) | 1 | 1 | 5 | 5 | 5 | 5.0 | |
| | | Number of Payrolls prepared for Job Order Personnel and Student Assistant | Prepared and review JO Payrolls and SAE | Prepares and reviews JO Payrolls and SA | 10 | 8 | 5 | 4 | 4 | 4.33 | |
| | | Number of OPCR and IPCR prepared and finalized | Prepares and finalize | Prepares the OPCR of the Department and IPCR of the Head, finalize IPCR of the faculty under the department | 10 | 9 | 4 | 5 | 5 | 4.67 | |
| | | Number of documents scanned and filed | Scans and files documents | Scan and files necessary documents for accreditation, audit and evaluation | 70 | 42 | 4 | 4 | 5 | 4.3 | |
| **Number of Performance Indicators Filled-up** | | | | | | | **15** | | | | |
| **Total Over-all Rating** | | | | | | | **69.667** | | | | |
| **Average Rating** | | | | | | | **4.660** | | | | |
| **Adjectival Rating** | | | | | | | **Outstanding** | | | | |

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Program/ Activities/ Projects | Tasks Assigned | Target | Accomplish ment | Rating | | | | Remark |
|---------|-----------------|-----------------------------------|-------------------------------|----------------|--------|-----------------|--------|--|--|--|--------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |

**Comments & Recommendations for Development Purposes:**

- MUST ATTEND TRAININGS / WORKSHOPS FOR EMPLOYEE'S GROWTH.

Evaluated and Rated by:

**GLADYS G. DOYDORA**
Head, DCE
Date: JULY 4, 2022

Recommending Approval:

**JANNET C. BENCURE**
College Dean
Date: 21 July 2022

Approved:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 8-5-2022

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# VISAYAS STATE UNIVERSITY

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022
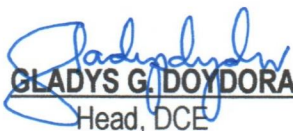Name of Staff: <u>Maria Precilla P. Balo</u>　　　　Position: <u>Administrative Aide IV</u>

**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 |
| 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 |

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| | Total Score | 乃 | | | | |
|---|---|---|---|---|---|---|

| **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 | 25 | | | | |
| Average Score | 5.0 | | | | |

Overall recommendation : EXEMPLARY EMPLOYEE

**GLADYS G. DOYDORA**
Head, DCE