

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: preeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

RAUL T. BAGARINAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
. Numerical Rating per IPCR	4.92	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
	TOTAL NU	4.94	

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.74
FINAL NUMERICAL RATING	4.94
AD JECTIVAL RATING:	(Dutstamon) 6

Prepared by:

Reviewed by:

Name of Staff

ALLEN GLENNIE P. LAMBERT
Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Asst.

Approved:

EDGARDO E. TULIN

President

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, RAUL T. BAGARINAO, of the Office of the Executive Secretary 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-June 2022.

RAUL T. BAGARINAO

Ratee

APPROVED:

ALLEN GLENNIE P. LAMBERT

Head of Office/

JMFO	OP MEO	OP MFO MFOs/PAPs Success Indicators Un	FOe/DADe Success Indicators	Unit/Persons Responsible	Target	Accomplish ment	R		Rating		Remarks
No.	OF MIFO		Oniureisons Responsible	(Jan-Dec 2022)	Jan-June 2022	Q ¹	E ²	T ³	A ⁴		
MFO 6	. General Admir	nistration Support Servic	es								
	OP MFO 1		Zero Complaint administrative services	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Release outgoing OP, UADCo, UAC documents acted by the President or OIC	5,000	2,600	5	5	4	4.67	
			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5.00	
		Total Over-all Rating								19.67	

Average Rating (Total Over-all-rating divided by 4)	4.92
Addiional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.92
ADJECTIVAL RATING	

Evaluated and Rated: Recommending Approval: ALLEN GLENNIE P. LAMBERT ALLEN GLENNIE P. LAMBERT Unit Head

4-Average

Date: _

2- Efficiency

3-Timeliness

1- Quality

Unit Head Date:

Date: _

Comments and Recommendations for

always on top of his work! he popul in showtask in the Ot!

Approved by:

Development Purpose:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Raul T. Bagarinao

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	Release outgoing OP, UADCo, UAC documents acted by the President/OIC	Released OP, UADCo, UAC documents	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice
2	Maintain cleanliness and orderliness of workspaces	Clean and ISO 5s compliant workspace	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice

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

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

Prepared by:

ALLEN GLENNIE P. LAMBERT Unit Head



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022	
Name of Staff: Raul T. Bagarinao	Position:

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	cale 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	9	
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



A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



	Total Score					
	eadership & Management (For supervisors only to be rated by higher upervisor)		5	Scale	е	
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	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score	4	90			
	Average Score					

Overall recommendation: outstanding		outstanding	:	Overall recommendation
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ALLEN GLENNIE P. LAMBERT
Unit Head





PERFORMANCE MONITORING & COACHING JOURNAL

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2 nd	A
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3 rd	T
411	E
4th	R

Name of Office: Office of the Exec. Sec. 7.

Head of Office: ALLEN GLENNIE P. LAMBERT

Name of Faculty/Staff: Raul Bagarinao Signature: _______Date

		MECH	ANISM			
Activity Monitoring	Meeti	ng	Name	Others (Pls.	Remarks	
	One-on-One	Group	Memo	specify)		
Monitoring Discussion of job-related accomplishments, problems and plans	First working day of the month as needed					
Coaching Discuss ways to improve the execution of assigned tasks.	First working day of the month as needed					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ALLEN GLENNIE P. LAMBERT Immediate Supervisor Mymil

Verified by:

EDGARDO E. TULIN Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raul T. Bagarinao Performance Rating: January-June 2022 Aim: Improve execution of messengerial, janitorial and other utility functions. Proposed Interventions to Improve Performance: Date: _____ Target Date: ____ First Step: Visit OVPAF to interact, observe and learn best practices in the execution of messengerial, janitorial and other utility functions. Result: Identify, apply and evaluate best practices in the execution of messengerial. janitorial and other utility functions. Date: _____ Target Date: _____ Next Step: Visit offices of other universities/institutions to interact, observe and learn best best practices in the execution of messengerial, janitorial and other utility functions. Outcome: Identify, apply and evaluate messengerial, janitorial and other utility functions. Final Step/Recommendation: Consolidate and apply proven best practices in the execution of messengerial, janitorial and other utility functions. Prepared by: ALLEN GLENNIE P. LAMBERT

Conforme:

NULT. BAGARINAC