



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Rafael B. Vergara Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**RAFAEL B. VERGARA JR.**

Name of Staff

Reviewed by:

**NANCY D. ABUNDA**

Head, Instructional Materials and  
Development

Recommending Approval:

**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RAFAEL B. VERGARA JR., an administrative staff of the Office of the Head of Instructional Materials Development commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.

**RAFAEL B. VERGARA JR.**

Ratee

Date: July 20, 2022

Approved:

**NANCY D. ABUNDA**

Head, Instructional Materials & Development

Date: July 20, 2022

**MA. RACHEL KIM L. AURE**

Director, Instruction & Evaluation

Date: July 22, 2022

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - June, 2021) <i>22</i>	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 12	Instruction and Evaluation/ Instructional Materials Development Services								
PI 1.	Additional outputs								
	No. of documents from different Colleges, departments, institute and support units under ODIE and OIMD checked/reviewed for appropriate action by the Head of Instructional Materials Development.	Check and review OBE Syllabus, TOS and Instructional Materials.	100	250	5	5	4	4.67	OBE Syllabus, TOS and Instructional Materials of the different colleges, departments and component colleges (Isabel, Alang-alang, Tolosa and Villaba)



	Number of seminars and trainings assisted which conducted by the Office of Instructional Material Development.	Assist seminars and trainings which conducted and facilitated OIMD	1	9	5	5	4	4.67	1. Mandatory Orientation Program- February 3, 2022 2. VSU Faculty Onboarding - February 7-8, 2022 3. VSUEE Webinar for Newly Hired VSU Faculty- February 9-10, 2022 4. OGS Onboarding - February 24, 2022 5. Preparation of OBE Syllabi Seminar Workshop for CAFS Faculty on April 4 & 6, 2022. 6. Preparation of OBE Syllabi Seminar Workshop for DepPhys Faculty 7. Seminar Workshop on the Preparation of OBE Syllabi for all VSU Faculty. 8. Turnitin Administrative Workthrough- March 9, 2022. 9. Turnitin Instructor's Workflow Training - March 16-17, 2022.
	Number of certificates prepare and reproduce during seminars/ trainings conducted by ODIE and OIMD.	Prepare and reproduce during seminars/ trainings conducted by OIMD	100	600	5	5	4	4.67	Certificates for the participants of the VSU Colleges, departments, centers and VSU component colleges.

	Number of TPES Summary of Ratings facilitate and print.	Facilitating the printing of TPES Summary of Results.	100	450	5	5	4	4.67	TPES Summary of Rating Results of different faculty of the VSU Colleges and departments.
					Total points			18.67	
<b>UMFO 6.</b>	<b>GENERAL ADMINISTRATION &amp; SUPPORT SERVICES</b>								
<b>MFO 1.</b>	<b>Administrative and Facilitative Services</b>								
<b>PI7.</b>									
	Number of Purchase Request prepare and submit.	PR preparation and submission for ODIE and OIMD	5	25	5	5	5	5.00	Purchase Request of the two (2) offices the ODIE and OIMD.
	Number of PPMP prepare and submit to BAC.	PPMP preparation for ODIE and OIMD	1	6	5	5	5	5.00	PPMP of the two (2) offices the ODIE and OIMD.
	Number of Communications, Appointments, Memos and Notice of the Meeting.	Preparation of Communications, Appointments, Memos and Notice of the Meeting.	10	30	5	5	5	5.00	Communications, Recommendations, Appointments, Notice of the Meeting of the two (2) offices the ODIE and OIMD.
	Number of Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.	Vouchers, BURS, ORS, and Accomplishment Reports	10	45	5	5	4	4.67	Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.
<b>MFO 2.</b>	<b>Frontline Services</b>								
<b>PI 1.</b>									
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	



	Other Responsibilities: As dDRC of the office	Control and file documents related to ISO. Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, memos, attendance sheets, notice of meeting, communications and etc.	250	450	5	5	4	4.67	
					Total Points			29.33	
Total Over-all Rating					48.00				
Average Rating					4.80				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.80
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.80
ADJECTIVAL RATING	<b>Outstanding</b>

#### Comments & Recommendations for Development

Purpose:

Mr. Rafael Vergara is committed to his work and willingness to render overtime or extend office hours for the completion of his work. I recommend him to attend seminars and trainings to further improve his knowledge and skills in relation to his work.

Evaluated and Review:

**NANCY D. ABUNDA**

Head, OIMD

Date: July 20, 2022

Recommending Approval:

**MA. RACHEL KIM L. AURE**

Director, ODIE

Date: July 22, 2022

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: July 20, 2022

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2022 – June 30, 2022**

Name of Staff: **Rafael B. Vergara Jr.** Position: **Administrative Aide VI**

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
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					
59.00					
Average Score					
4.91					

Overall recommendation :

Mr. Rafael Vengra is committed to his work and willingness to render overtime or extend office hours for the completion of his work. I will recommend him to attend seminars and trainings to further improve his knowledge and skills in relation to his work.

**NANCY D. ABUNDA**

Head, Instructional Materials  
Development



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Office of the Head for Instructional Materials Development

Head of Office: Dr. NANCY D. ABUNDA

Number of Personnel: 1 Regular Staff, 1 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January 1 – June 30, 2022
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Office Clerks			Schedule	Daily
<b>Coaching</b>					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January 1 – June 30, 2022

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

Conducted by:

  
**NANCY C. ABUNDA**  
Immediate Supervisor

Noted by:

**MA. RACHEL KIM L. AURE**  
Next Higher Supervisor

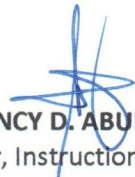


# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Compliance to CSC Rules & Regulations								
PI 1. Percentage in spearheading in the planning of instructional materials development and coordination the publication of the same.	1. In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Charity Maarat – VSUEE Technical Support	January – June, 2022				✓	
PI2. Percentage in reviewing, checking and issuing of certification of IMs submitted for publication.	1. Reviewed, check and issued certification of IMs submitted for publication.	Rafael B. Vergara Jr. – In-charge	January – June, 2022				✓	
PI3. Percentage of syllabi, TOS and VSUEE monitored.	1. Reviewed, check and approved OBE Syllabi, TOS and VSU monitor.	Charity Maarat- Staff In-charge	January – June, 2022				✓	
PI4. Number of seminars/ trainings/ workshops coordinated for entire university.	1. Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	Rafael Vergara – Staff In-charge	January – June, 2022				✓	
		Charity Maarat – Staff In-charge	January – June, 2022				✓	
		Vanessa Nazal – Staff In-charge	January – June, 2022				✓	
		Aida Estrera – Staff In-charge	January – June, 2022				✓	
MFO 2. Compliance to RA 9485								
PI1. Number of Office PPMP for the following year within deadline as prescribed by BAC	1. Prepares the Office PPMP for the following year within deadline as prescribed by BAC	Rafael Vergara Jr. – Staff In-charge	January – June, 2022				✓	

PI1. Number of documents prepare such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	1. Prepares documents such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	Rafael Vergara Jr. – Staff In-charge.	January – June, 2022				✓	
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Prepared by:

  
**NANCY D. ABUNDA**  
 Director, Instruction and Evaluation



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**  
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: January – June, 2022

First Step: Attend training seminar for Administrative Staff.

Result: Learned different techniques on File Management Systems Training.

Date: January 2022

Target Date: January to June 2022


Next Step: Attend training on "File Management Training for Administrative Support Staff"

Outcome: Gained office skills and techniques in order to improve the File Management Systems at the office.

Final Step/Recommendation:

Make follow-up for his improvement as support staff.

Prepared by:

  
**NANCY D. ABUNDA**  
Head, OHIMD

Conforme:

  
**RAFAEL B. VERGARA JR.**  
Admin. Aide VI