VISAYAS STATE UNIVERSITY

PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 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: _____

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.748	70%	3.326
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
	TOTAL NUMERICAL RATING		

TOTAL NUMERICAL RATING: <u>4.801</u>
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: <u>4.801</u>

FINAL NUMERICAL RATING **<u>4.801</u>**

ADJECTIVAL RATING: **<u>OUTSTANDING</u>**

Prepared by:

MANUEL C. BARTOLINI
Name of Staff

Reviewed by:

MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:

N/A
Dean/Director

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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FM-PRO-13
v1 05-27-2020
No. 267

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **Manuel C. Bartolini**, of the Office of the University Registrar commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period **January** to **June, 2020.**

MANUEL C. BARTOLINI
Ratee

MARWEN A. CASTAÑEDA
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
OUR MFO 1. Registration and Graduation Services	**PI 1:** Percentage of students officially enrolled and registered	1. Evaluates records and accredit units earned by transferees	40%	55%	5	5	5	5	
		2. Checks and validates Certificate of Registration (COR) of assigned courses	40%	55%	5	5	5	5	
		3. Prepares permanent records of new students and files enrollment forms and other pertinent documents	40%	50%	5	5	4	4.83	
		4. Prepares requests of permanent records of students from the last school attended	40%	50%	5	5	4	4.83	
		5. Checks, updates and evaluates student records of assigned courses	45%	50%	5	5	4	4.83	
		6. Prepares checklist with grades of continuing students and determine if regular or irregular and distribute to respective academic advisers	45%	50%	5	5	4	4.83	
	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	1. Evaluates status of students who applied for DOST scholarships of the assigned courses	40%	55%	5	5	5	5	
		2. Issues certificates of enrollment and /or certificates of grades to students who applied for scholarship	40%	55%	5	5	5	5	
		3. Facilitates queries of students requesting their documents requirements for scholarship application	40%	55%	5	5	5	5	
	PI 3: Percentage of diploma, TOR, and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Re-evaluates and prepares list of candidates for graduation	40%	50%	5	5	4	4.83	
		2. Monitors deficiencies and notifies respective departments	40%	50%	5	4	5	4.83	-
		3. Prepares and releases Transcript of Records (TOR) of graduating students in assigned courses	40%	55%	5	5	5	5	
		4. Checks entries in the TOR of graduating students	40%	50%	5	5	4	4.83	
		5. Checks entries in the diploma of graduating students before the signature of University Secretary and President	40%	55%	5	5	5	5	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accom-plishment	Quality	Efficiency	Timeliness	Average	Remarks
		6. Releases Diploma of graduating students in the assigned courses	40%	55%	5	5	5	5	
		7. Prepares and issues certificates of graduation as requested by graduating students of the assigned courses	40%	55%	5	5	5	5	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	1. Prepares certification of authentication and verification of students and alumni	40%	50%	5	5	5	5	
		2. Complies verification request of students and alumni for employment purposes.	40%	55%	5	5	5	5	
		3. Facilitates and authenticates TOR, diploma and certification of students as requested	40%	55%	5	5	5	5	
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	1. Determines and re-computes GPA and prepares list of candidates for Latin Honors	40%	55%	5	5	5	5	
OUR MFO 3. Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Files Certificate of Registration and reports of final grades of students in assigned courses	40%	50%	5	5	4	4.83	
		2. Files application for graduation, clearance, approval sheets, transmittal and other documents submitted by the graduating students	40%	55%	5	5	5	5	
OUR MFO 4. Administrative and Facilitative Services	PI 3: Number of documents acted upon	1. Prepares and issues Transcript of Records	100 pp	120	5	5	5	5	
		2. Prepares and issues Transfer Credentials	7	10	5	5	5	5	
		3. Prepares and issues certifications	10	15	5	5	5	5	
		4. Prepares and issues checklist with grades	1000	1015	5	5	4	4.83	
		5. Checks and counter signs documents such as Plan of Course work, readmission, change of degree program and etc. before signature of the Registrar	2	5	5	5	5	5	
		6. Complies school to school request for Official Transcript of Records	7	10	5	5	4	4.83	
	PI 5: Percentage of queries served on time	1. Facilitates queries through IP messages, emails and phone calls	40%	50%	5	5	5	5	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
OUR MFO 5. Frontline Services	PI 1: Efficient and customer-friendly frontline service	1. Clients served within the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint					
REG MFO 3: Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Ensures records room facilities is safe and functional	40%	50%	5	5	5	5	
		2 .Ensures records room electrical equipment are off before leaving the office	40%	50%	5	5	5	5	
		3. Secures records room security locks and unathorized entry	40%	50%	5	5	5	5	
		4. Sorts students' permanent records in designated shelves	40%	50%	5	5	4	4.83	
		5. Stores and secures students' permanent records of inactive students to archive shelve	40%	50%	5	5	4	4.83	
		6. Stores and secures students' permanent records of active students to archive shelve	40%	50%	5	5	5	5	
		7. Return and file inactive students permanet records to active shelve upon readmissiion	40%	50%	5	5	5	5	
		8. Records evaluators request to borrow students' permanent records	40%	50%	5	5	5	5	
		9. Retrieves students' permanent records from designated shelves	40%	50%	5	5	4	4.83	
		10. Releases students' permanent records to requesting evaluator	40%	50%	5	5	4	4.83	
		11. Records evaluators return of students' permanent records	40%	50%	5	5	5	5	
		12. Return students' permanent records to designated shelves	40%	50%	5	5	5	5	
	PI 2: Percentage of student information encoded and stored in data base	1. Updates INC grades upon submission of completion of grades form	40%	50%	5	5	4	4.83	
	PI 3: Number of inactive records scanned and stored in electronic copies	1. Scans students' permanent record pertinent documents	5	8	5	5	4	4.83	
		2. Stores scanned students' permanent records to systematic electronic records	5	8	5	5	5	5	
Total Overall Rating					4.880	4.810	4.555	4.748	
	Average Rating (Total Over-all rating divided by 4)								

Additional Points:		Comments & Recommendations for Development Purpose:
	Punctuality	Recommend to attend position related trainings and seminars
	Approved Additional points (with copy of approval)	
FINAL RATING	4.748	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and Rated by:

MARWEN A. CASTAÑEDA
Unit Head
Date: _____

Recommending Approval:

N/A
Dean / Director
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 12/4/20

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period:
Name of Staff: **MANUEL C. BARTOLINI** 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					

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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	59				
Average Score	4.917				

Overall recommendation   : _____

MARWEN A. CASTAÑEDA
Printed Name and Signature
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BARTOLINI, Manuel C.**
Performance Rating: January to June 2020

Aim: Mr. Bartolini to improve his communication skills and also gain more knowledge in software manipulation.

Proposed Interventions to Improve Performance:

Date: _February 2020___   Target Date: _June 2020__

First Step: Mr. Bartolini to attend training or opportunity sessions in communication skills and in computer software manipulation.

Result: Mr. Bartolini was not able to attend the suggested training or opportunity session due to the pandemic where operations at the Registrar's Office were focused more on the hectic work adjustments and work from home schemes.

Date: _____   Target Date: _____

Next Step: _____

Outcome:_____

Final Step/Recommendation:
    Mr. Bartolini be allowed to attend trainings/seminars as suggested.

Prepared by:

MARWEN A. CASTAÑEDA
Unit Head

Conforme:

MANUEL C. BARTOLINI
Name of Staff