



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: ARTURO B. ALBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.75	70%	3.33
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00 30%		1.50
	4.83		

**OUTSTANDING** 

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

Prepared by:

ARTURO B. ALBA, JR.
Name of Staff

ADJECTIVAL RATING:

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO B. ALBA, JR. of the Office of the Vice President for Administration & Finance (OVPAF) commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period July-December, 2021.

ARTURO B. ALBA, JR.

Ratee

Approved:

Head of Unit

MFOs & PAPs	Project/Activity	Tasks Assigned	Acomplishments		Percent	Rating				Damania
WIFUS & PAPS	Project/Activity	Tasks Assigned	Target	Actual	Accomplishment	$Q^1$	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 5. General A	dministration and Sup	-					•			
PI 1: Efficient	A1. Receiving,	T1. Recording in the logbook of								
Office Management	processing, and	financial and administrative documents	400	525	131.3%	5	4	5	4.67	
	recording of financial	coming in of OVPAF								
	and administrative	T2. Recording in the logbook of								
	documents coming in	financial and administrative documents	500	490	98.0%	5	4	4	4.33	
	and out of OVPAF	going out from OVPAF								
	m2	T3. Processing of routine administrative								
		and financial documents within	300	450	150.0%	5	5	5	5.00	
		Administration building								
	A3. Documents Filing	T1. Sorting/consolidating of documents	130	100	76.9%	4	5	4	4.33	1
		T2. Filing/binding of documents	10	10	100.0%	4	5	4	4.33	
	A4. Frontline Services	T1. Photocopying of various documents								
		such as, memorandum and other	210	230	109.5%	4	5	4	4.33	
		supporting documents								
		T2. Entertains queries to walk-in clients	zero	Zero	100.0%	5	5	5	5.00	
		and employees	complaint	complaint	100.070			0	5.00	
		T3. Serves snacks during meetings	100%	100%	100.0%	5	5	5	5.00	
	4.		completed	completed	100.070			0	3.00	
4		<u>T4.</u> Promptly attends to phone calls	zero	Zero	100.0%	5	5	5	5.00	
			complaint	complaint	100.070				0.00	
	A5. Office	T1. Cleaning offices of Budget Office,							4	
1 4	Maintenance	Finance Office, and Cash Office	100%	100%	100.0%	5	5	5	5.00	
		including the sorroundings in the	completed	completed	100.070			Ů	0.00	-
,		Administration Building								
14		T2. Watering of Plants	100%	100%	100.0%	5	5	5	5.00	
			completed	completed	100.070				0.00	
		T3. Opening & closing doors & windows	100%	100%	100.0%	5	5	5	5.00	
T-4-10 II D. (1		in office & Conference Room	completed	completed			_			
Total Overall Rating	]								57.00	

res <sup>1</sup>			
Average Rating (Total Over-all rating de	evided by # of entries)	4.75	Comments & Recommendations for Development
Additional			Purpose:
Punctuality			Very responsible and needs to be supported for his initiatives
Approved Additional points (with co	opy of approval)		supported for his initistives
FINAL RATING		4.75	
ADJECTIVAL RATING		OUTSTANDING	
Rated & Evaluated by:	Recommending Approval:		Approved by:
184		Scul	lifrus

DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

Date:

DANIEL LESLIE S. TAN Chairman, PMT

Date:

EDGARDO E. TULIN

President

Date:



# OFFICE OF THE HEAD OF PER RMANCE MANAGEMENT & REWARDS AND RECOGNITION

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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021 Name of Staff: **ARTURO B. ALBA, JR.** 

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	<b>Descriptive Rating</b>	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. C	Commitment (both for subordinates and supervisors)		(	Scal	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	(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	(36		•		

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	23						
	Average Score			488				

Overall recommendation

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DANIEL LESLIE S. TAN
Vice President for Administration & Finance

#### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARTURO A. ALBA, JR.

Performance Rating: July 1 to December 31, 2021

Aim: Professionally build my effectiveness as Utility/Messenger

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_\_ Target Date:\_\_\_\_\_

First Step: Give suggestions on proper handling and recording of papers and documents and how to improve cleanliness of area of responsibility (AOR) within the surrounding of the Administration Building.

Result: Capable in handling papers and documents with good relationships to colleagues and immediate supervisors.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: Excellent work ethics.

Final Step/Recommendation:

Recommend to attend to some technical skills training.

DANIEL LESLIE S. TAN
Unit Head

Prepared by:

Conforme:

Name of Ratee Staff