

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: **RYAN JOHNSON B. VECINA** ( JULY-DEC 2018)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7 <i>SN</i>	70%	3.29 <i>SN</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25 <i>SN</i>	30%	1.275 <i>SN</i>
TOTAL NUMERICAL RATING			4.57 <i>SN</i>

TOTAL NUMERICAL RATING:  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING:  
ADJECTIVAL RATING:

Prepared by:

*RYAN*  
**RYAN JOHNSON B. VECINA**  
Name of Staff

Reviewed & Approved by:

*Velma*  
**VELMA P. BONTUYAN**  
Department/Office Head


Recommending Approval:

Approved:


*Dilberto*  
**DILBERTO O. FERRAREN**  
Vice President for Planning,  
Resource Generation  
& External Affairs

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RYAN JOHNSON V. VECINA of the Visayas State University, Manila Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2018.

  
**RYAN JOHNSON B. VECINA**  
*Ratee*

Approved:

  
**VELMA P. BONTUYAN**  
*Head of Unit*

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
Efficient & customer friendly frontline services	zero percent complaint from client	Client served	95%	100%	5	4	5	4.67	
Driving services	No. of hours of trips safely conducted	Officials, guests conducted/fetched from origin to destination	465	788	5	4	5	4.67	
	No. of trip tickets completely served	Trip ticket served and conducted officials, guest and VMO staff to destination	120	134	5	4	5	4.67	
	No. of kilometers travelled	Distance travelled	3,500	5,385	5	5	5	5	
	No. of Monthly Trip Report prepared and submitted	Prepared and submitted 5 days before due date	6	6	5	5	4	4.67	
	No. of times vehicle cleaned	Maintain the clealiness and check vehicle condition	24	32	5	5	5	5	
Utility Services	100% cleans the office rooms and surroundings	Assist in cleaning the rooms and office of the building and watering of plants	95%	100%	5	4	4	4.33	
	100% documets ans supplies packed and transported to Pasay Office	Packing and transporting of Furniture fixtures, equipment to new office building	95%	100%	5	5	5	5	

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
Procurement and Canvas	100% of canvass papers and purchase order serves	Assist in canvassing and purchasing of office supplies and materials	4	10	5	4	5	4.67	
Messengerial	100% of letters delivered and checks served	Delivering	3	9	5	4	5	4.67	
Total Over-all Rating								4.7	


Average Rating (Total Over-all rating divided by 10		
Additional Points: Punctuality		
Approved Additional points ( with copy of approval)		
Final Rating		
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose
To attend seminar/training on Skills for Driver .

Calibrated by:

  
VELMA P. BONTUYAN

Approval:

  
**DILBERTO O. FERRAREN**  
VP for PRGEA

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

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

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

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

- 1. Quality
- 2. Efficiency
- 3. Timeline
- 4. Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2018

Name of Staff: RYAN JOHNSON B. VECINA      Position: Admin. Aide IV


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/his 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		51				

<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		51/12		
	Average Score		4.25		

Overall recommendation : \_\_\_\_\_

  
**VELMA P. BONTUYAN**  
Head of Office

**PERFORMANCE MONITORING FORM****Exhibit I**Name of Employee: **RYAN JOHNSON B. VECINA**

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	Conducts and fetches the President from and to any point in Manila	Serves the president while on official travel to Manila	Various dated July-December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Served the President
2	Conducts and fetches the members of the Board of Regents from and to any point in Manila while on Official Travel	Serves the members of the Board of Regents while in Manila during board meetings.	Various dated July to December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Served the Members of the Board of Regents.
3	Assists in the maintenance of the cleanliness and orderliness of the surroundings of the building	Kept and the maintained cleanliness	Various dated July to December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Surroundings kept clean always
4	Coordinates with other staff in the preparation and transfer from Makati Office to Pasay	Coordination with the rest of the staff	Various dated July-October 2018	Within July to October 2018	Within July to October 2018	Very Impressive	Outstanding	Coordination among staff

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

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

Prepared by:

  
**VELMA P. BONTUYAN**

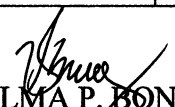
**PERFORMANCE MONITORING FORM****Exhibit I**Name of Employee: **RYAN JOHNSON B. VECINA**

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
5	Maintains the vehicle assigned in VSU-Manila	Keeps the vehicle clean and in good running condition	Various dated July-December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Vehicle is maintained and in good running condition
6.	Assists the Head of Office in the procurement activities of VSU-MO	Purchased items/units transported to office.	Various dated July-December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Purchased Supplies and /or materials transported to office .
7	Conducts and fetches the Head, VSUMO to any agency inside and outside of Manila on official business	Safely conducts the Head, VSU MO to any agency within and without Manila	Various dated July-December 2018	Within July to December 2018	Within July to December 2018	Very Impressive	Outstanding	Driving services accomplished safely and timely.

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

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

Prepared by:

  
**VELMA P. BONTUYAN**  
 Head of Office



PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office

Head of Office: VELMA P. BONTUYAN


Name of Staff: Ryan Johnson B. Vecina

	1st	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	


Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
<u>Monitoring</u> 1. Cleaning and maintaining of the university vehicle in good running condition.  2. Tardiness and absences	  x   x	    x			
<u>Coaching</u>  1.To safely conduct/fetch guests and/or the President to destination and observe respect and courtesy towards each guest.  2. Safely transports all things for transfer from Makati to Pasay in coordination with the rest of the VMO staff	  x   x	    x			

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

Conducted by:

  
VELMA P. BONTUYAN  
Head, VSUMO

Noted by:

  
DILBERTO O. FERRAREN  
VP, Resource Generation and  
External Affairs Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYAN JOHNSON B. VECINA Signature \_\_\_\_\_

Performance Rating: OUTSTANDING

Aim: To maximize the productivity potential of the staff.

Proposed Interventions to Improve Performance:

Date: July 18, 2018      Target Date: July 2018 - December 2018

First Step:

Discussion on how to minimize tardiness and absences in reporting to office .

Reporting to office on or before time.

Result: Occurrences of tardiness and absences of staff was minimal .  
Staff reports to office on or before time.

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Date: July 18, 2018      Target Date: August 2018-December 2018

Next Step: To obtain from LTO/GSIS the necessary documents for the registration and insurance of the vehicle assigned in VSUMO.

To prepare and pack and transport safely all the things for transport from Makati to the new building in Pasay.

Outcome: Documents were successfully obtained with less supervision.  
Successfully and safely transported all things from Makati to Pasay with minimal supervision.

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To attend a seminar on Enhance Driving Skill and Good Behavior of a Government Official.

Conforme:

RYAN JOHNSON B. VECINA

Name of Ratee

Prepared by:

VELMA P. BONTUYAN

Unit Head