



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Jesus Freddy M. Baldos**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.77 | 70% | 3.34 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.76 | 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.77 |

TOTAL NUMERICAL RATING: 4.77


Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.77


FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


JESUS FREDDY M. BALDOS
Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JESUS FREDDY M. BALDOS**, of the **ONLINE PROGRAMS OFFICE** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December 2022**.


JESUS FREDDY M. BALDOS

Ratee

Approved:

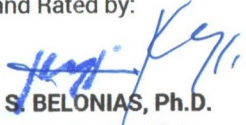

BEATRIZ S. BELONIAS

VP for Academic Affairs

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|--|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Efficient and customer-friendly frontline service | Number of clients & visitors served | Entertain inquiries from clients and visitors | 25 | 40 | 5 | 5 | 5 | 5.00 | |
| | Number of telephone calls answered and relayed | Answer and relay telephone calls for other staff | 15 | 55 | 5 | 5 | 5 | 5.00 | |
| | Number of emails, Facebook messages, telephone calls, and cellphone calls/texts answered and replied | Email, answer and replies thru Facebook messages, telephone calls, cellphone calls/texts from extramural students | 40 | 150 | 5 | 4 | 4 | 4.33 | |
| Advanced and Higher Education Services | Number of M.Ag.Dev. students enrolled in distance education | Facilitates the enrolment of M.Ag.Dev graduate students | 20 | 80 | 5 | 5 | 4 | 4.67 | |
| | Number of new M.Ag.Dev. enrollees | Facilitates admission and enrolment of new students | 6 | 38 | 5 | 5 | 4 | 4.67 | |
| | Number of faculty and staff supervised/evaluated/monitored | To supervise, monitor and evaluate performance of the Online Programs Office staff | 1 | 3 | 5 | 5 | 4 | 4.67 | OPO staff, JOs as OIC |
| | Number of meetings conducted and presided | To preside meetings and discuss important matters | 1 | 15 | 5 | 5 | 5 | 5.00 | Meetings with OPO staff/CAC/ GS Council, etc. |
| | Number of department/Graduate School and university-created committees/councils served | To serve as member of the Graduate School standing committees | 1 | 5 | 5 | 5 | 4 | 4.67 | University-created committees (CAC, GS Council, DRM, Annivesary, AdPA) |

| | | | | | | | | | |
|--|---|--|----|--------------------|---|---|---|--------------|--|
| | Number of recommendations/nominations for appointment/admissions reviewed/ endorsed/ acted on | To review and endorse recommendations/nominations/ application for admission and other important documents | 5 | 58 | 5 | 5 | 5 | 5.00 | For MAgDev students as OIC of OPO |
| | Number of procurement plans, accomplishment reports, budget proposals and other required documents prepared and submitted within specified period | To prepare letter requests and review, sign and release office documents prepared by the OPO staff | 30 | 75 | 5 | 5 | 4 | 4.67 | Documents prepared included APP, EPP, Supervisory Plan, OPCR for OPO, and other reports |
| | Number of documents prepared/ reviewed, signed and released on time | To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents | 5 | 45 | 5 | 5 | 4 | 4.67 | |
| Innovation and Best Practices Management | GradNewsline and OPO Updates, online news articles uploaded in social media platforms of the Gradaute School and the Online Programs Office, respectively | Compiled news articles and uploaded in social media platforms | 4 | 5 | 5 | 5 | 4 | 4.67 | |
| | Serving as VSU Choral Ensemble Trainer/Conductor and the Faculty and Staff Chorale | Conducted audition for the new members of the VSU Choral Ensemble as well as done the regular choir rehearsals in preparation for the Christmas Lighting Ceremony and other performances. Did regular practices to the members of the Faculty and Staff Chorale and performed during the 95th VSU Anniversary program, as well as during the two graduation ceremonies | 5 | 5 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | 62.00 | |
| Average Rating (Total Over-all rating divided by 13) | | | | 4.77 | | | | | Comments & Recommendations for Development Purpose: He is willing to provide assistance to anyone in need. |
| Additional Points: | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | 4.77 | | | | | |
| ADJECTIVAL RATING | | | | Outstanding | | | | | |

Evaluated and Rated by:



BEATRIZ S. BELONIAS, Ph.D.
VP for Academic Affairs

Recommending Approval:

N/A

Dean

Approved by:



BEATRIZ S. BELONIAS, Ph.D.
VP for Academic Affairs

1 - quality 2 - efficiency 3 - timeliness 4 - average

Exhibit I

PERFORMANCE MONITORING FORM
July to December 2022

Name of Employee: **Jesus Freddy M. Baldos**

| 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 | Entertains inquiries from clients and visitors | 25 clients served | July 2022 | When there are visitors | July to December 2022 | Impressive | Outstanding | 40 clients served |
| 2 | Answers telephone calls | 15 calls answered | July 2022 | When there are calls | Every time there are calls until December 2022 | Impressive | Outstanding | 55 calls answered |
| 3 | Sends emails; answers queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts | 40 emails, messages sent | July 2022 | Immediately after emails/inquiries are received | July to December 2022, immediately after emails/inquiries are received | Very Impressive | Outstanding | 150 emails, messages sent |
| 4 | Facilitates admission and enrolment of MAgDev graduate students | 20 graduate students enrolled | July 2022 | July to September 2022 | July until 3rd week of September 2022 | Very Impressive | Outstanding | 80 graduate students enrolled |
| 5 | Facilitates admission and enrollment of new MAgDev graduate students | 6 new graduate students enrolled | July 2022 | July to September 2022 | July to September 2022 | Impressive | Outstanding | 38 new graduate students enrolled |
| 6 | Supervises, monitors and evaluates | 1 OPO staff supervised, | July 2022 | July to December 2022 | July to December 2022 | Very Impressive | Outstanding | 3 OPO staff and 3 JO supervised, |

| | | | | | | | | |
|----|---|---|-----------|------------------------|------------------------|-----------------|-------------------|--|
| | performance of the Online Programs Office staff | monitored and evaluated | | | | | | monitored and evaluated as OIC |
| 7 | Presides meetings and discusses important matters | 1 meeting presided and important matters discussed | July 2022 | As the need arises | July to December 2022 | Impressive | Outstanding | 15 meetings presided and important matters discussed |
| 8 | Serve as member of the Graduate School standing committees | 1 meeting attended as member of the Graduate School Council | July 2022 | As the need arises | July to December 2022 | Impressive | Very Satisfactory | 5 meetings attended as member of the Graduate School Council and University-created committees |
| 9 | Reviews and endorses recommendations/nominations/ application for admission and other important documents | 5 documents reviewed and endorsed for admission | July 2022 | July to September 2022 | July to September 2022 | Very Impressive | Outstanding | 58 MAgDev students admitted and enrolled |
| 10 | Prepares letter requests and reviews, signs and releases office documents prepared by the OPO staff | 30 documents reviewed, signed and released | July 2022 | July to December 2022 | July to December 2022 | Very Impressive | Outstanding | 75 documents reviewed, signed and released |
| 11 | To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents | 5 documents prepared and submitted | July 2022 | July to December 2022 | July to December 2022 | Very Impressive | Outstanding | 45 documents prepared and submitted |
| 12 | Compiles news articles and uploads in social | Upon consolidation of | July 2022 | July to December 2022 | July to December 2022 | Impressive | Very Satisfactory | 5 news articles and congratulatory ads |

| | media platforms | all edited articles | | | | | | written for OPO Updates |
|----|--|--|-----------|-----------------------|-----------------------|------------|-------------------|--|
| 13 | Conducts audition for the new members of the VSU Choral Ensemble as well as does the regular choir rehearsals in preparation for the Christmas Lighting Ceremony and other performances. Does regular practices to the members of the Faculty and Staff Chorale and performs during the 95th VSU Anniversary program, as well as during the two graduation ceremonies. | Regular rehearsals and performances as requested | July 2022 | July to December 2022 | July to December 2022 | Impressive | Very Satisfactory | Auditions for new members and regular rehearsals conducted; and performed in University activities |

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

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

Prepared by:


BEATRIZ S. BELONIAS, PhD
 VP for Academic Affairs



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: Jesus Freddy M. Baldos Position: Administrative Officer V

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 | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|--|----------|---|---|---|---|
| improvement of his work accomplishment | | | | | |
| 12. Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Score | Total 57 | | | | |
| 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 | 24 | | | | |
| Average Score | 4.76 | | | | |

Overall recommendation : _____


 BEATRIZ S. BELONIAS
 VP for Academic Affairs

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Online Programs Office

Head of Office: Beatriz S. Belonias

Name of Personnel: Jesus Freddy M. Baldos

Signature: 

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|-------|------|--------------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Entertaining inquiries from clients and visitors | x | | | | |
| Answering and relaying telephone calls for other staff | x | | | | |
| Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages | x | x | | | |
| Sending of soft copies of instructional materials to extramural students | x | x | | | |
| Facilitating admission and enrollment of MAGDEV graduate students | x | x | | | |
| Writing news articles for the OPO Updates congratulatory message to MAGDEV compre exam passers | x | | | | |
| Coaching | | | | | |
| Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages | x | x | | | |

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

Conducted by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Noted by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JESUS FREDDY M. BALDOS**

Performance Rating: **Outstanding**

Aim: To improve capability in managing the Open University/Online Programs Office, to ensure that course sites are in place, and to facilitate the preparation and distribution instructional materials for distance education students.

Proposed Interventions to Improve Performance:

Date: **July 1, 2022**

Target Date: **December 31, 2022**

First Steps:

- Briefing on how to effectively manage the Open University/Online Programs Office.
- Briefing about the process of preparing, reviewing, reproduction and distribution of Instructional Materials to Distance Education students.
- Briefing about the process of assisting students who are interested to pursue graduate education through the distance education mode.
- Discussion about the things that need to be done for the VSUOU Online Portal

Results:

- Effectively managed the Open University/Online Programs Office resulted to increase of enrolment;
- Systematized the management and distribution of Instructional Materials;
- Improved content of the VSUOU Online Portal;
- Increase in the number of Online Instructional Materials;
- Continued the conversion of Instructional Materials in print to web and text format for easy management.

Date: **July 1, 2022**

Target Date: **December 31, 2022**

Next Step:

- Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs) by giving him reading materials about it and encouraging him to find materials in the UPOU website.

Outcome:

- Increased understanding and appreciation of Open Distance Learning and Massive Open Online Courses.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Conforme:


JESUS FREDDY M. BALDOS
Administrative Officer V