

OFFICE THE HEAD OF PERFORMANCE MANAGEMENT & REWARDS AND RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: preco@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: TONI MARC L. DARGANTES

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.88	70%	3.42
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
		TOTAL NUM	ERICAL RATING	4.90

TOTAL	NUMERICAL	RATING:

4.90

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

FINAL NUMERICAL RATING

4.90

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

TONI MARC L. DARGANTES

Name of Staff

Approved:

REMBERTO A. PATINDOL

Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>TONI MARC L. DARGANTES</u>, of the <u>Office of the Vice President for Administration and Finance</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June</u>, 2020.

TONI MARC L. DARGANTES

Ratee

Approved:

REMBERTO A. PATINDOL

Head of Unit

		T-1-0-1		Actual		R	Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q1	E ²	T ³	A^4	
Administrative and Support Services Management	Number of Budget Allocation and Obligation Monitoring (BAOM) System installed	Install BAOM to new computers of end users	5	4	5	5	5	5.00	
	Number of BAOM operation problems addressed	Address BAOM operation problems	10	12	4	5	5	4.67	
	Number of computer software troubleshooted and repaired	Troubleshoot and repair computer software problems	10	5	5	4	5	4.67	
	Number of Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	100%	100%	5	5	5	5.00	

		Tools Assisted	Tavast	Actual		R	ating	-	Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q1	E ²	T ³	A ⁴	
		 Evaluate completeness of Purchase Request Check the P.R. mode of procurement based on the APP Facilitate the opening of canvass and awarding of RFQ in alternative mode of procurement Preparation of Invitation to Bid Posting of Invitation to Bid and Award in the PhilGEPS Website Scheduling of procurement activities Preparation of Notice to bidders acknowledging their participation in the bidding Notice of Post Qualification/Disqualification Preparation of Eligibility checklist Preparation of Notice of Award and Notice to Proceed Updating of Transparency Seal of the University Posting of the following documents in PhilGEPS: Bid Notice Bid Bulletin Minutes of pre-bid conference Notice to Award Contract Notice to Proceed BAC Resolution 	90%	95%	5	5	5	5.00	
Human Resource Management and	Preparation of HRMIS Project Implementation facilitation	Facilitate the implementation of the HRMIS	90%	100%	5	5	5	5.00	
Development and	Number of Conduct of System	Convert process flow into system flow for the	5	8	5	4	5	4.67	
Planning Services	orientations and trainings Creation of the ISSP	HRMIS and its attached systems Coordinate and gather data for the creation of the VSU Information System Strategic Plan	80%	85%	5	5	5	5.00	
	Number of Planning Activities Cunducted, Facilitated, Coordinated	Conduct Planing activities for Public Investment Programs of the University	1	3					
Total Over-all Rating	Canadeted, Facilitated, Cool aniated							39.00	

				Actual		Rat	ing		Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q ¹	E ² -	Γ ³	A ⁴			
Average Rating	(Total Over-all rating divided by 6)			4.88	C	omm	ents	&			
Additional Points:					1	Recommendations for					
Punctuality					D	evel	pme	nt Pu	rpose		
Approved Addition	al points (with copy of approval)										
FINAL RATING				4.88							
ADJECTIVAL RATING			0	UTSTANDING							
Rated and Evaluated b	y:	Recommending Approval:		Approved by:							
	MBERTO A. PATINDOL Administration & Finance	REMBERTO A. PATINDOL PMT Chairman		E	DGARD Pres	O E. I		p.			
Date:	Date:	Date:		Date:		-					
1 - quality 2 - Efficiency											

3 - Timeliness 4 - Average



OFFICE F THE HEAD OF PERFORMANCE MANAGEMENT & REWARDS AND RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: preeo@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

Name of Staff: TONI MARC L. DARGANTES

Position: ADMINISTRATIVE ASSISTANT 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					
		The performance almost always exceeds the job requirements. The st delivers outputs which always results to best practice of the unit. He is exceptional role model					
4	Very Satisfactory	The performance meets and often exceeds the job requirements					
3	Satisfactory	The performance meets job requirements					
2	Fair	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)	_	5	Scale	Э	
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		5	9		

	eadership & Management (For supervisors only to be rated by higher upervisor)	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		
	Total Score						
	Average Score	_	1.0	14			

Overall recommendation	;	

REMBERTO A. PATINDOL
Vice President for Administration & Finance