

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff : VIVIAN V. BALBARINO

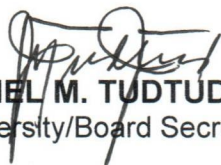
Particulars  (1)	Numerical Rating  (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	x 70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	x 30%	1.50
TOTAL NUMERICAL RATING			4.99

TOTAL NUMERICAL RATING : 4.99  
ADD: Additional Approved Points, if any : -  
TOTAL NUMERICAL RATING : 4.99  
  
ADJECTIVAL RATING : OUTSTANDING

Prepared by:

Reviewed by:

  
**ANTONIETA D. ISRAEL**  
Admin Aide III

  
**DANIEL M. TUDTUD, JR.**  
University/Board Secretary

Approved:

  
**EDGARDO E. TULIN**  
President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VIVIAN V. BALBARINO, Administrative Officer III of the OFFICE OF THE BOARD SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
<b>Total</b>		<b>3</b>

**Rating Equivalents:**  
**5-Outstanding**  
**4-Very Satisfactory**  
**3-Satisfactory**  
**2-Fair**  
**1-Poor**

**DANIEL M. TUDTUD, JR.**  
 Head of Unit

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

**VIVIAN V. BALBARINO**  
 Ratee

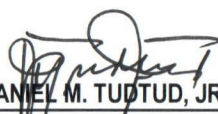
### OFFICE OF THE BOARD SECRETARY

MFOs/PAPs	SUCCESS INDICATOR	TARGET	ACCOMPLISHMENT	RATING				REMARKS
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS- MFO 1.</b> <b>SECRETARIAT</b> <b>SERVICES TO THE</b> <b>BOARD OF REGENTS</b>	<b>PI1</b> Number of BOR Meetings facilitated	2 meetings	<b>4</b> meetings	<u>5</u>	5	5	5	
	<b>PI4</b> Number of Proceedings Transcribed	2 Proceedings	5 proceedings	<u>5</u>	5	5	5	
	<b>PI7</b> Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting	15 Agenda Folders	30 Agenda Folders	<u>5</u>	5	5	5	
	<b>PI8</b> Number of Excerpts of Minutes of Meetings Prepared <i>(Items without Full Blown Resolution)</i>	5 Excerpts <i>(after approval of the Minutes of Meetings by the Board )</i>	7 Excerpts	<u>4</u>	5	5	4.67	
	<b>PI13</b> Number of Agenda Folders Prepared for ECP Meetings	2 Agenda Folders	5 agenda folders	5	5	5	5	

MFOs/PAPs	SUCCESS INDICATOR	TARGET	ACCOMPLISHMENT	RATING				REMARKS
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS- MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY</b>	<b>PI20</b> Number of documents Reproduced/ Prepared for BOR-FC Meetings	2 documents	6 agenda folders	5	5	5	5	
	<b>PI1</b> Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	2 Meetings	3 Meetings	5	5	5	5	
	<b>PI3</b> Number of UADCO/UAC Proceedings Transcribed	3 proceedings	3 proceedings	5	5	5	5	
	<b>PI4</b> Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the Scheduled Meeting	50 Agenda Folders	150 Agenda Folders	5	5	5	5	
	<b>PI5</b> Number of documents screened and processed for conformity to BOR Requirements	5 documents	10 documents	5	5	5	5	
	<b>PI7</b> Number of special Meetings attended (per OP Special Order/OP Memo Received)	1 meeting	2 meetings	5	5	5	5	
<b>OUS-MFO 3. STO</b>	<b>PI1</b> OUS OPERATION/PROCEDURE MANUAL	1 Manual	1 Manual	5	5	5	5	
<b>OUS- MFO4. ADMIN. GENERAL SUPPORT SERVICES</b>	<b>PI3</b> Percentage of Cash Advances Liquidated	100% Liquidated	100% Liquidated	5	5	5	5	
	<b>PI4</b> Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	100% Submitted	100% Liquidated	5	5	5	5	
<b>Total Over-all rating</b>				69	70	70	69.7	

Average rating ( Total Over-all rating divided by 14)	4.98
Additional points:	
Punctuality:	
Approved additional points (with copy of approval)	
FINAL RATING	4.98
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

  
**DANIEL M. TUDTUD, JR.**  
 Head of Unit

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: VIVIAN V. BALBARINO Position: ADMIN. OFFICER 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	(60)				
<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					
Average Score	5.0				

Overall recommendation : Exemplary performance. Should be trained more on cybersecurity to safeguard office files.

  
**DANIEL M. TUDTUD, JR.**  
University/Board Secretary



PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office : OFFICE OF THE UNIVERSITY SECRETARY

Head of Office : PROF. DANIEL M. TUDTUD, JR.

Name of Personnel : VIVIAN V. BALBARINO

Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	Discussions regarding the need to quickly transcribe recordings of meetings were done so that the final Minutes of the Meetings can be circulated to members and so that decisions on problems can be made to quickly answer the needs of the Units/Office of the University.	It was agreed that the number of UADCO and UAC meetings be made regular and more frequently so that items that require BOR action can be made and all other matters are included in the Agenda for BOR action.
Coaching	Better communication with the office of the President was made so that the President's schedule will include the holding of a monthly UADCO to be able to quickly address needs and solve problems as well as touch base with University constituents.	

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

Conducted by:

Noted by:

  
DANIEL M. TUDTUD, JR.  
University/Board Secretary

  
EDGARDO E. TULIN  
President

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : VIVIAN V. BALBARINO  
Performance Rating : \_\_\_\_\_

Aim: To improve performance before, during, and after meetings of the  
Board of Regents

Proposed Interventions to Improve Performance:

Date: 04 March 2019 Target Date: 26 April 2019

First Step : Disseminate information regarding schedule of meeting of the UADCO, UAC,  
BOR Finance Committee, and BOR Quarterly meetings and ensure that all  
materials submitted to the office from different units and offices of the  
University to be included in the Agenda Folders have been approved by the  
University Administrative Council and/or the University Academic Council.

Result : All items included in the Agenda folders of the BOR Finance Committee and  
the BOR Quarterly/Special Meetings have been thoroughly vetted by lower.  
bodies of the University.

Date: 06 May 2019 Target Date: 03 June 2019

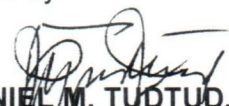
Next Step : Transcription of data from the meetings made available soonest so that  
actual Minutes of Meetings can be produced.

Outcome : Important decisions of the UADCO, UAC, the BOR Finance Committee and  
the Governing Board were immediately reproduced and transmitted to the  
concerned offices for information and/or implementation


Final Step/Recommendation:

Ms. Balbarino should be sent to management-related trainings especially  
those that are related to the following management functions: Planning,  
Coordinating, Communicating, Strategic Thinking, and Overall Management  
Control.

Prepared by:

  
DANIEL M. TUDTUD, JR.  
University/Board Secretary

Conforme:

  
VIVIAN V. BALBARINO  
Admin. Officer III