



**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	4.72	70%	3.304
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.413
<b>TOTAL NUMERICAL RATING</b>			<b>4.72</b>

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:

**TONI MARC L. DARGANTES**  
Administrative Assistant VI

Reviewed by:

**DANIEL LESLIE S. TAN**  
Director for Planning

Approved by:

**DILBERTO O. FERRAREN**  
Vice President for Planning,  
Resource Generation  
and Auxiliary Services

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Planning, Resource Generation and Auxiliary Services 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 to December 2020.

  
**TONI MARC L. DARGANTES**

Ratee

Approved:

  
**DANIEL LESLIE S. TAN**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Administrative and Support Services Management</b>	Number of Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	1	2	5	5	4	4.67	
	Creation of the ISSP	Coordinate and gather data for the creation of the VSU Information System Strategic Plan	80%	100%	5	4	5	4.67	
	Updating of the Transparency Seal	Update the VSU Transparency Seal contents	5	10	5	5	5	5.00	
	Number of Successful procuremt for the University as Assistant Chairman of the BAC Secretariat	<ul style="list-style-type: none"> <li>• Posting of Invitation to Bid and Award in the PhilGEPS Website</li> <li>• Facilitate conduct of procurement activities</li> </ul>	90%	100%	4	5	4	4.33	
<b>Management Information System</b>	MIS Project Implementation facilitation	Facilitate the implementation of the MIS and it's attached systems	100%	100%	4	5	5	4.67	
	Number of Conduct of System orientations and trainings	Train and orient end users on the newly developed SPPMIS system	1	3	5	5	5	5.00	
<b>Planning Services</b>	Number of programs and projects reviwed and submitted to NEDA, CHED, and DBM	Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM	20	32	5	4	4	4.33	



Number of Projects encoded in the NEDA PIPO system	Check project readiness and encode in the NEDA PIPO System		56	5	5	5	5.00	
Number of planning quality procedures created/updated	Assist in the revision existing Institutional Planning quality procedures	1	1	5	4	5	4.67	
Number of Monitoring Activities Conducted, Facilitated, Coordinated	Conduct monitoring of the OTP, Operational Plan, Risk, OPCR	2	5	5	5	4	4.67	
Number of Planning Activities Conducted, Facilitated, Coordinated	Conduct of revisiting of the 2017-2027 VSU Strategic PlanPlaning	1	1	5	5	5	5.00	
Number of Office Planning Documents reviewed and updated	Review, evaluate and provide comments for SWOT, ROAM, OTP, WFP, and OPCR of office of VSU	5	5	4	5	5	4.67	
<b>Total Over-all Rating</b>							56.67	

<b>Average Rating (Total Over-all rating divided by 12)</b>		<b>4.72</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.72</b>
<b>ADJECTIVAL RATING</b>		

Evaluated & Rated by:



**DANIEL LESLIE S. TAN**  
Director for Planning

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

Approved by:



**DILBERTO O. FERRAREN**  
VP for PRGAS

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

Comments & Recommendations for Development Purpose

1. He must be sent/or schedule himself to attend strategic planning tribinals maybe at OMR.
2. He must also try to understand (but not as specialist) Analytician to incorporate the tool in the planning of VSU.





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 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
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 ( <i>both for subordinates and supervisors</i> )		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						



B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	80				
Average Score	4.7				

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



**DILBERTO O. FERRAREN**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Toni Marc L. Dargantes

Performance Rating: Jan. 1 to June 30, 2021

Aim: Operational Visayas State University Information Systems

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2021

Target Date: March 30, 2021

First Step: Send to Land Use Development and Infrastructure Plan(LUDIP) Training

Result:

Familiarized with the Development of the University LUDIP

Date: April 1, 2020

Target Date: June 30, 2020

Next Step:

Assign as secretariat in the development of the University LUDIP

Outcome: On-going development of the University LUDIP.

Final Step/Recommendation:

Facilitate the development of the University LUDIP.

Prepared by:



DILBERTO O. FERRAREN

Unit Head

Conforme:



TONI MARC L. DARGANTES