



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.948

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:


GENALYN M. APAS
Name of Staff

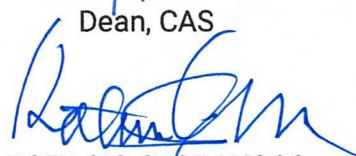
Reviewed by:


EUSEBIO R. LINA, JR.
Department/Office Head

Recommending Approval:


GLENN G. PAJARES
Dean, CAS

Approved:



ROTACIO S. GRAVOSO
Vice President



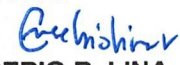
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENALYN M. APAS** of the **DEPARTMENT OF MATHEMATICS** commit to the deliver and agree to be rated on the following accomplishments in accordance with the indicated measures for the period **January - June 2024**.


GENALYN M. APAS
 Administrative Aide III
 Date: July 22, 2024

Approved:



EUSEBIO R. LINA, JR.
 Head, DMath
 Date: 7/23/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	<u>PI 9</u> : Percentage of submitted DTR within the prescribed period	<u>A 73</u> . Percentage of submitted DTR within the prescribed period	Submits DTR within the prescribed period	100%	83.33%	5	5	4	4.67	5 out of 6 DTRs submitted to PLBO within the prescribed period
	<u>PI 10</u> : Percentage of complaints, if any, addressed on time	<u>A 74</u> . Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	Zero complaint	5	5	5	5.00	No complaint received
	<u>PI 17</u> : Additional Outputs	<u>A 80</u> . Number of meetings attended	Attends meetings (departmental/institutional)	5	7	5	5	5	5.00	DMath & CAS Meetings
		<u>A 81</u> . Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	0	1	5	5	5	5.00	Budget Allocation Monitoring Spreadsheet
		Number of documents controlled, recorded, and released	Serves as dDRC of the dept.; assigns control numbers to all quality records of the department	100	658	5	5	5	5.00	FM-LEG (7); FM-HRM (66); FM-REG (246); FM-ODI (13); FM-IMD (72); FM-VPA (99); FM-QAC (10); FM-VPR (4); FM-VSU (141)

		Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for tracking system and generates bar code for each document	100	732	5	5	5	5.00	Accomplished transactions until June 30, 2024
		Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	2	5	5	5	5.00	2nd Sem. 2023-2024; Summer 2023-2024
		Number of subjects/sections updated in the department cumulus	Assigns faculty to handle subjects in the dept cumulus	20	86	5	5	5	5.00	2nd Sem. 2023-2024 (74 sections); Summer 2023-2024 (12 sections)
		Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	5	5	5	5.00	2nd Sem. 2023-2024
			Prepares Individual Faculty Workload	15	12	5	5	5	5.00	2nd Sem. 2023-2024
			Prepares Projected Faculty Workload for hiring	2	3	5	5	5	5.00	Summer Hiring (1); First Sem 2024-2025 Hiring (2)
			Prepares PPMPs and PRs	2	17	5	5	5	5.00	PPMP (9); PR (8)
		Number of official communications/recommendations drafted/encoded	Drafts official communications	2	1	5	5	5	5.00	Letter requests to enroll the students in Math 125, Math 115n, and Math 114n (Summer 2023-2024)
		Number of documents prepared: contracts of part-time instructors	Prepares and facilitates the submission of documents for hiring part-time teachers	2	3	5	5	5	5.00	2nd Sem. 2023-2024 (3 part-time faculty)
		Number of documents filed and scanned	Files and scans official documents	100	99	5	4.5	5	4.83	FM-VSU-10, FM-VSU-03, FM-VPA-01, FM-VPA-02, FM-HRM-35, FM-HRM-15, FM-HRM-05, FM-LEG-01, FM-LEG-03, OPCR & IPCR Targets, PPMPs & PRs, FM-ODI-14, FM-OOP-05, TO/TR, TP-IMD-08, FM-IMD-05, etc.
		Number of trainings, seminars, and conferences/fora attended	Attends trainings, seminars, and conferences/fora related to the position	2	3	4.5	5	5	4.83	"Financial Transactions Forum" (March 20, 2024); "Sparkling Spaces: Mastering the Art of Housekeeping" (May 22, 2024); "Shaping Culture: Embracing Values for Optimal Workplace Performance" (May 15, 2024)
	Total Over-all Rating								79.33	
	Average Rating								4.96	
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 16)		4.96
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:


EUSEBIO R. LINA, JR.
 Head, DMath
 Date: 7/23/2024


Recommending Approval:


GLENN G. PAJARES
 Dean, CAS
 Date: July 28, 2024

Comments/Recommendations:

Keep up the good work. Minimize working way beyond office hours, unless necessary, so you have more time to rest. I know you are hardworking; however, your DTRs have documented some tardiness, so please reduce/avoid them.

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 7/29/2024

PERFORMANCE MONITORING FORM

Name of Employee: GENALYN M. APAS

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	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	January 2024	-	Various dates	Impressive	Outstanding	All are in-house trainings, seminars, and workshops. Consider attending external trainings/seminars.
2	Approves requests	-	-	-	Various dates	Very Impressive	Outstanding	None
3	Submits DTR within the prescribed period	100%		Every 5 th day of the following month	Various dates	Very Impressive	Outstanding	None
4	Addresses complaints on time (if any)	-						None
5	Implements and monitors action plans as scheduled	-						None
6	Attends meetings (departmental/institutional)	5	January 2024	-	Various dates	Very Impressive	Outstanding	None

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

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

Prepared by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
 Head, DMath

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Genalyn M. Apas


Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Supervise the performance of her daily routines and give her some tasks to prioritize from time to time	Jan-June 2024				
Coaching Advise her on specific CSC rules on tardiness so that she will not incur habitual tardiness	May 2024				

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

Conducted by:


EUSEBIO R. LINA, JR.
Head, DMath

Noted by:


GLENN G. PAJARES
Dean, CAS

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
OVPI MFO 3. Higher Education Management Services								
PI 10: Total FTE, coordinated, implemented, and monitored *	Handles and teaches courses assigned	All faculty	Whole semester				100%	All offered subjects were handled
PI 13: Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	All faculty	Jan – Feb 2024				100%	All subjects offered have approved course syllabi
PI 15: Number of Instructional Materials approved	Prepares and submits IMs for review and approval	All faculty	Jan – Feb 2024					None submitted for review
PI 16: Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within the allowable period	All faculty	January 2024 July 2024				75% 75%	Some grade sheets were submitted after the deadline
A 8. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Obtains at least VS TPES ratings	All faculty	-					Depends on the result released by OIMD
A 9. Number of INC forms with grades submitted within the prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades within the prescribed period	All faculty	Whole semester					Faculty were reminded to act on the INC grades of their students before they lapse
A 10. Number of long examinations administered and checked	Administers and checks long examinations for subjects taught	All faculty	Whole semester				-	Regular monitoring is conducted
A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and lab	All faculty	Whole semester				-	
A 13. Number of Student organizations	Advises student organizations	CL Abas, JAA Cañete.	Whole semester				-	Regular monitoring

advised	recognized by DSO	ERLina, Jr., RM Igcasama, JS Valenzona, DL Valenzona						is conducted
A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student-related activities	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, JS Valenzona, DL Valenzona	Whole semester				-	Regular monitoring is conducted
UMFO 3. RESEARCH SERVICES								
PI 2: Number of research outputs completed within the year *	Conducts and completes research projects within the year	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				50%	Regular monitoring is conducted
PI 3: Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits, and presents research papers in scientific fora/conferences	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				30%	
PI 4: Number of research proposals submitted	Submits research proposal for review	All faculty	Jan-June 2024				0%	
PI 5: Number of research proposals approved	Follows up the submitted proposal and reviewed by TWG	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	January 2024				75%	Proposals submitted previous year
PI 6: Number of research projects/studies implemented	Implements duly approved research projects/studies	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				100%	3 projects
PI 13: Number of research articles derived from approved research in the university published	Submits research articles for publication in journals indexed by Scopus, WoS, and ACL.	CL Abas, JAA Cañete, ERLina, Jr., RM Igcasama, IC Sidaya	Jan-June 2024				0%	Projects are ongoing
UMFO 5. SUPPORT TO OPERATIONS								
PI 7: Number of trainings, seminars, and conferences attended	Attends training, seminars, and conferences	All faculty and staff	Jan-June 2024				-	Recommends participation

	attended (international, national, regional/institutional)							n of faculty and staff
PI 12: Number of IMs reviewed by the DIMRC	Submits IMs for review	All faculty	Jan-June 2024				-	None submitted for review.
PI 13: Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	All faculty	Jan-Feb 2024 June 2024				100%	Regular monitoring is conducted
A 62. Number of students entertained for consultation purposes	Entertains students consulting on the subject taught, thesis, and grades.	All faculty	Jan-June 2024				-	Regular monitoring is conducted
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES								
PI 1: Number of departments/institutes/offices supervised	Acts as head of an office	ER Lina Jr., RM Igcasama	Jan-June 2024				-	DMath and Admissions Office
PI 2: Number of management meetings conducted	Presides departmental meetings	ER Lina, Jr.	Jan-June 2024				-	Dept. meetings
PI 4: Number of routinary documents acted	Signs documents	ER Lina, Jr., GM Apas	Jan-June 2024				-	Regular monitoring is conducted
PI 5: Number of requests acted	Approves requests	ER Lina, Jr., GM Apas	Jan-June 2024				-	Acts on requests accordingly
PI 6: Number of memoranda prepared	Issues memoranda	ER Lina, Jr.,	Jan-June 2024				-	Issued memorandum whenever necessary
PI 9: Percentage of submitted DTR within the prescribed period	Submits DTR within the prescribed period	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 10: Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 11: Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	All faculty and staff	Jan-June 2024				-	Regular monitoring is conducted
PI 12: Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	ER Lina, Jr.	Jan-June 2024				100%	

A 80. Number of meetings attended	Attends meetings (departmental/institutional)	All faculty and Staff	Jan-June 2024				-	Monitored the attendance of faculty
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Prepared by:


EUSEBIO R. LINA, JR.
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Genalyn M. Apas

Performance Rating: Outstanding

Aim:

Gain competence and acquire innovative skills in delivering duties and responsibilities as administrative staff.

Proposed Interventions to Improve Performance:

Date: May 2024

Target Date: One year from the date of intervention

First Step:

Encourage her to participate in trainings, seminars, or workshops for frontline and excellent customer service.

Result: Innovations and efficiency in delivering her tasks

Date: August 2024

Target Date: One year from the date of intervention

Next Step:

Encourage her to introduce innovations and establish best practices in the department.

Outcome:

Improved/efficient work performance

Final Step/Recommendation:

Review existing processes and procedures in the department for continuous improvement.

Prepared by:



EUSEBIO R. LINA, JR
Head, DMath

Conforme:


GENALYN M. APAS
Ratee/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Genalyn M. Apas

Position: Administrative Aide 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					
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					
Average Score					
Overall recommendation:					
Keep up the good work..!					

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.
Immediate Supervisor