

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: TONI MARC L. DARGANTES


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	4.71 x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.72 ⁵

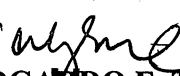
TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
MARIA ROBERTA S. MIRAFLOR
Administrative Officer II

Reviewed by: 
REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval: 
REMBERTO A. PATINDOL
Chairman, PMT

Approved: 
EDGARDO E. TULIN
President

Average Rating (Total Over-all rating divided by 4)		4.71
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.71
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose

To attend training/seminar on procurement & info. contract admin. system dev

Evaluated & rated by:


REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Approved:


REMBERTO A. PATINDOL
VP for Administration & Finance

Date: _____

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2018

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 (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		58				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
	5	4	3	2	1
	5	4	3	2	1
	5	4	3	2	1
	5	4	3	2	1
Total Score					
Average Score					4.83

NA

Overall recommendation : _____



REMBERTO A. PATINDOL

Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Vice President for Administration & Finance

Head of Office: Dr. REMBERTO A. PATINDOL

Number/Name of Personnel: TONI MARC L. DARGANTES


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular Monitoring of progress of preparation & submission of required reports				Improvement in the process and delivery of services
Coaching	Discuss with staff possible mechanisms or actions to facilitate operations of the office				Improvement in the process and delivery of services

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

Conducted by:

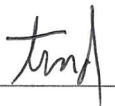

REMBERTO A. PATINDOL
Immediate Supervisor

Noted by:


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Toni Marc L. Dargantes
Performance Rating: January 1 to June 30, 2018

Signature: 

Aim: Operational Visayas State University Information Systems

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: March 31, 2018

First Step:

Send to ICD-10 and HBSYS training for implementation in the VSU Infirmery.

Result:

Implement the Department of Health developed HBSYS in the VSU infirmery.

Date: April 1, 2018

Target Date: June 30, 2018

Next Step:

Assign to Coordinate with DCST and UCC personnel for the development of the VSU Integrated Human Resource Management Information System.

Outcome: Plan for an integrated VSU Management Information System for development


Final Step/Recommendation:

Continuous coordination, integration, and implementation of VSU Information Systems.

Prepared by:


REMBERTO A. PATINDOL
Unit Head

CONFIRMED:


TONI MARC L. DARGANTES
Ratee