COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

TONI MARC L. DARGANTES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating
		(3)	(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 NUM	ERICAL RATING	4.72

TOTAL NUMERICAL RATING:

<u>4.75</u>

Add: Additional Approved Points, if any:

<u>0.00</u>

TOTAL NUMERICAL RATING:

<u>4.75</u>

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

MARIA ROBERTA S. MIRAFLOR

Administrative Officer II

REMBERT A. PATINDOL
VP for Admin. & Finance

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGANDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Administration and Finance 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>, 2018.

TONI MARC L. DARGANTES

Ratee

Approved:

REMBERTO A. PATINDOL

Head of Unit

MEO A DAD	Success Indicators	Tooks Assistand	Tarret	Actual		Rating			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	7	5	4	4	4.33	3 for accounting, 2 for Cash, 2 for Budget
	Number of BAOM operation problems addressed	Address BAOM operation problems	10	11	4	5	5	4.67	
	Number of computer software troubleshooted and repaired	Troubleshoot and repair computer software problems for FMS and HRMIS users	10	11	5	4	5	4.67	
	Number of new systems Installed and Implemented		1	1	5	5	5	5.00	Installation of Server and work Staions, walk through users with the system Interface
Human Resource Management and Development	1	Development of VSU Human Resourse Management System	40%	45%	5	5	5	5.00	
	Coordinate VSU MIS Development	Conduct preparatory activities for VSU-MIS	2	7	5	5	4	4.67	Detailed estimates, Specifications, Prototyping, 4 Meetings
Financial Services and Management	Number of Financial Management System (FMS) Updates	Update BAOM functionalities, Database, and User Interface	30	35	4	5	5	4.67	
Total Over-all Rating								33.00	

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

Comm	ents & Ro	ecommen	dations f	or
Develo	pment P	urpose	,	
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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: <u>JANUARY – JUNE 2018</u>

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

Α. (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	9	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%	3))		

	B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	ale		
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	0
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	4	-8	3)			
				ナ			•

Overall recommendation

REMBERTO A. PATINDOL Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

Q 1st U Α R 2nd T Ε 3rd R 4th

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

Head of Office: <u>Dr. REMBERTO A. PATINDOL</u>

Number/Name of Personnel: <u>TONI MARC L. DARGANTES</u>

Activity		71			
Activity Monitoring	Meet	ing	Memo	Others (Pls.	Remarks
Widilitoring	One-on-One	Group	iviemo	specify)	
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:

Noted by:

REMBERTO A. PATINDOL

Immediate Supervisor

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Toni Marc L. Dargantes</u> Performance Rating: <u>January 1 to June 30, 2018</u> Signature: Tm/

Aim: Operational Visayas State University Information Systems

Proposed Interventions to Improve Performance:

Date: <u>January 1, 2018</u> Target Date: <u>March 31, 2018</u>

First Step:

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

Result:

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

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

CONFORME:

TONI MARC L. DARGANTES

Ratee