# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (January – June 2019)

Name of Administrative Staff:

**DALISAY F. ANDRES** 

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|---------------------------------|---|
| Numerical Rating per IPCR   | 4.80                    | 4.80 x 70%                      | 3.36                                    |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75                    | 1.42                            |   |
|   | TOTAL NU                | MERICAL RATING                  | 4.78                                    |

TOTAL NUMERICAL RATING:

4.78

Add: Additional Approved Points, if any:

4.70

TOTAL NUMERICAL RATING:

4.78

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

DALISAY F ANDRES
Name of Staff

Approved:

DILBERTO O. FERRAREN Vice-President for Planning,

Resource Generation & External Affairs

# INDIVIDUAL REFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Office of the Vice-President for Planning, Resource Generation and External Affairs (OVPPRGEA)

I, DALISAY F. ANDRES, of the Office of the Vice-President for Planning, Resource Generation and External Affairs 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 - JUNE 2019

DALISAY F. ANDRES

Ratee

Approved:

**DILBERTO O. FERRAREN** 

Head of Unit

|                                      |                             | 6   | Tasks Assigned Target  |  | Actual         | Rating |    |    |      | Remarks  |
|--------------------------------------|-----------------------------|---|--|--|----------------|--------|----|----|------|--|
| MFO & PAPs                           |                             | Success Indicators  | Tasks Assigned   | Target   | Accomp.        | Q1     | E2 | Т3 | A4   | nemai ka   |
| UNIVERSITY MFO 6                     | : GENER                     | RAL ADMINISTRATION AND SUPPORT SERVICE  | S  |  |                |        |    |    |      |  |
|                                      | PI.1                        | Efficient & Customer-friendly frontline service   | Served clients with  | zero<br>complaint  | zero complaint |        |    |    |      |  |
|                                      | PI.2a                       | Effectively acted on time administrative and financial documents  |  |  |                |        |    |    |      |  |
|                                      |                             | * Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.) | Preparation of government standard forms   | 30   | 85             | 5      | 5  | 5  | 5.00 |  |
| OVPPRGEA<br>MFO 1.<br>ADMINISTRATIVE |                             | * Number of meetings/seminars/ trainings/<br>workshops/Orientation & Conferences<br>Attended                            | Attendance to<br>meetings/ seminars/<br>trainings/ workshops/<br>Orientation & Conf. | 2  | 48             | 5      | 5  | 5  | 5.00 | POAP/GPPB/BAC/ Organizational Structure/VSU Formal Investigation Committee/ IGP-STF/Land Use/Leopards Team/Bids & Awards |
| AND SUPPORT SERVICES                 | 2b.                         | Records Management:   |  | Annual Committee of the |                |        |    |    |      |  |
| MANAGEMENT                           |                             | * Number of Communications & Other documents filed and retrieved  |  | 30   | 65             | 5      | 5  | 5  | 5.00 |  |
|                                      |                             | * Number of pages of communications & other documents printed and filed   |  | 50   | 220            | 5      | 5  | 5  | 5.00 |  |
|                                      | * Number of IP Mess printed | * Number of IP Messages downloaded and printed  | Information and Records Management   | 20   | 50             | 5      | 5  | 5  | 5.00 | *  |
|                                      |                             | * Number of emails downloaded and filed   | Necords Wariagement  | 20   | 55             | 5      | 5  | 5  | 5.00 |  |
|                                      |                             | * Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings                 |  | 100  | 720            | 5      | 5  | 5  | 5.00 | Strategic Plan/Organizational<br>Structure/ BAC  |
|                                      |                             | Sub-Total   |  |  |                |        |    |    | 5.00 |  |

Control No. 024

Proactive submission of university reports/ plans and documents as prescribed by DBM, Preparation of Plans PI.1 CHED-HEMIS CHECKS, PIPOL-NEDA & VSU and Reports **Annual Report** \* CHED-HEMIS Data Collection for Submit final CHECKS-Normative Financing for the year 2019 HEMIS data online for \* Number of CHED-HEMIS filled-up forms 2019 **OVPPRGEA** for online submission to CHED MFO 2. Consolidated and \* Number of CHED-HEMIS data collected PLANNING, finalized data for from different offices MANAGEMENT submission to CHED AND \* Number of VSU Annual Report Distribution MONITORING distributed to offices & external campuses **SERVICES Efficient Planning and Monitoring Services** PI.2 Facilitator/Secretariat 2 4 4.00 \* Strategic Planning Workshop 1 4 4 Facilitator/Secretariat 1 5 5 4.67 \* Work and Financial Plan Workshop 1 4 Facilitator/Secretariat 5 5 4 \* Organization Structure Workshop 1 3 4.67 Performance Management Team Services P1.3 \* Number of OPCR Evaluation monitored 20 25 5 4 4 4.33 and facilitated Sub-Total 4.41 Review of Income Generating and STF Facilitator P1.1 **Projects OVPPRGEA** \* Number of Income Generating and STF **IGP & STF Proceedings** MFO 3. Projects recorded and transcribed **RESOURCE** \* Number of pages of Income Generation Consolidated IGP and **GENERATION** and STF Projects printed and reproduced STF Projects report **SERVICES** \* Number of Financial Report & Subsidiary **IGP & STF Projects** Ledger collated & compiled 0.00 Sub-Total \* Provide administrative support to Bids & Awards Committee Members and the 100% 5 5 5 5.00 **BAC Secretariate** 100% PI.2 **Technical Working Group OVPPRGEA** \* Consolidate PPMP's from various units of MFO 4. BIDS Departments/Center/ 5 5 5 4.66 the Procuring Entity to make them available 35 4 **AND AWARDS External Campuses** for review. COMMITTEE \* Preparation of Annual Procurement Plan Departments/Center/ 3 5 5 4.66 15 4 (Indicative, Updated and Final APP's) External Campuses 4.77 Sub-Total

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|                |      | Other functions assigned by the immediat   | ,                       | ,    | 0    |   |   |   |       |  |
|----------------|------|--|-------------------------|------|------|---|---|---|-------|--|
|                | PI.1 | higher supervisor  |                         |      |      |   |   |   |       |  |
|                |      |  | * Answers calls and     |      |      |   |   |   |       |  |
|                |      | * Number of phone calls and queries  | queries to clientele    | 20   | 40   | 5 | 5 | 5 | 5.00  |  |
|                |      | acted on time from clientele   | with regards to office  | 20   |      |   |   |   | 3.00  |  |
| OVPPRGEA       |      |  | work                    |      |      |   |   |   |       |  |
| MFO 5.         |      | Number of VSU faculty & staff Clearance  | Faculty & staff cleared | 3    | 15   | 5 | 5 | 5 | 5.00  |  |
| OTHER SERVICES |      | countersigned  | from IGP/STF projects & |      |      |   |   |   |       |  |
|                |      | Formal Investigation Committee:  |                         |      |      |   |   |   |       |  |
|                |      | * Number of Investigation Hearings attended to   |                         | 1    | 3    | 5 | 5 | 5 | 5.00  |  |
|                |      | THE ASSESSMENT OF THE PROPERTY |                         |      |      | _ | _ | _ |       |  |
|                |      | * Preparation of transcribed minutes   |                         | 100% | 100% | 5 | 5 | 5 | 5.00  |  |
|                |      | Sub-Total  |                         |      |      |   |   |   | 5.00  |  |
| Total Over-all |      |  |                         |      |      |   |   |   | 19.18 |  |
| Rating         |      |  |                         |      |      |   |   |   | 15.10 |  |

| Average Rating (Total Over-all Rating Divided by 4) | 4.80        |
|---|-------------|
| Additional Points:                                  |             |
| Punctuality   |             |
| Approved Additional Points (with copy of approval)  |             |
| FINAL RATING  |             |
| ADJECTIVAL RATING                                   | Outstanding |

**Comments & Recommendations for Development** 

Purpose:

Training in Planning and Office Management

Evaluated & Rated by:

**DILBERTO Ó. FERRAREN** 

Vice-Pres. for Planning , Resource Generation & External Affairs Approved by:

**DILBERTO O. FERRAREN** 

Vice-Pres. for Planning, Resource Generation & External Affairs

#### Annex O

### Instrument for Performance Effectiveness of Administrative Staff

and the same

Rating Period: January - June 2019

Name of Staff: **DALISAY F. ANDRES** 

10-4

Position: Administrative Assistant II

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. C | ommitment (both for subordinates and supervisors)   |          | 5 | 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 |          | 4 | 3     | 2 | 1 |
| 4.   | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  | <b>⑤</b> | 4 | 3     | 2 | 1 |
| 5.   | Commits himself/herself to help attain the targets of his/her office by assisting co-<br>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)      |   | 3     | 2 | 1 |
| 12   | Willing to be trained and developed   | (5)      |   | 3     | 2 | 1 |
|      | Total Score   |          | 5 | 7     |   |   |

|    | eadership & Management (For supervisors only to be rated by higher upervisor)   |         | , | 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   |         | 1 |       |   |   |
|    | Average Score   | re 4.75 |   |       | - |   |

| Overall recommendation : |  |
|--------------------------|--|
|                          |  |

DILBERTO O. FERRAREN
Vice-President for Planning, Resource Generation &
External Affairs

## **EMPLOYEE DEVELOPMENT PLAN**

| Name of Employee:   | Dalisay F. Andres   |
|---|---|
| Performance Rating:   | anuary – June 2019  |
| Aim: Enhanced delivery of                                   | clerical work and other administrative services   |
| Proposed Interventions to Ir assume higher responsibilities | mprove Performance and/or Competence and Qualification to :                                   |
| Date:January 2019   | Target Date:June 2019   |
| First Step:Trainings, seminars and up                       | pdating of databases and proper record filing.  |
| Result: Clients and stakeholder a                           | re satisfied with the services.   |
| Date:   | Target Date:  |
| Next Step:  To attend Human Resource                        | ce Management Information System Trainings/Workshop.  |
| Outcome:  Identify data requiremen  and unify data of empl  | nts; systems required; digitized/systematized office forms oyees.                             |
|   | ed to planning and management.  levant forums and seminars to improve administrative delivery |
|   | Propaged by   |

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<u>DILBERTO O. FERRAREN</u>
Vice-President for Planning, Resource
Generation and External Affairs

Conforme:

DALISAY F. ANDRES
Administrative Assistant II

cc: ODA-HRD