

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

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.80	4.80 x 70%	3.36
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.42
TOTAL NUMERICAL RATING			4.78


TOTAL NUMERICAL RATING: **4.78**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.78**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


DALISAY F. ANDRES
Name of Staff

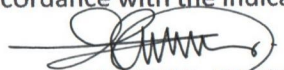
Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

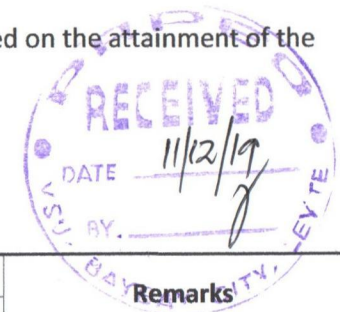
Office of the Vice-President for Planning, Resource Generation and External Affairs (OVPPRGEA)

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



MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGEA MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero 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	
		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ 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
	2b.	Records Management:								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	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 Messages downloaded and printed		20	50	5	5	5	5.00	
		* Number of emails downloaded and filed		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 Structure/ BAC
		Sub-Total						5.00		

Control No. 024

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

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

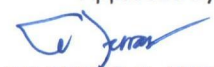
Comments & Recommendations for Development
Purpose:
Training in Planning and Office Management

Evaluated & Rated by:


DILBERTO O. 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

Rating Period: January – June 2019

Name of Staff: DALISAY F. ANDRES

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. 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		57				

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						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: January – June 2019

Aim: Enhanced delivery of clerical work and other administrative services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019 Target Date: June 2019

First Step:
Trainings, seminars and updating of databases and proper record filing.

Result:
Clients and stakeholder are satisfied with the services.

Date: _____ Target Date: _____

Next Step:
To attend Human Resource Management Information System Trainings/Workshop.

Outcome:
Identify data requirements; systems required; digitized/systematized office forms and unify data of employees.


Final Step/Recommendation:
Training /workshops related to planning and management.
Continue attendance on relevant forums and seminars to improve administrative delivery

Prepared by:



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

Conforme:


DALISAY F. ANDRES
Administrative Assistant II