



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: TONI MARC L. DARGANTES

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.84 | 70% | 3.388 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.88 | 30% | 1.464 |
| TOTAL NUMERICAL RATING | | | 4.85 |

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


TONI MARC L. DARGANTES
Administrative Assistant VI


MARCELO T. ABRERA Jr.
Director for Planning

Approved by:


DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation and Auxiliary Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Planning, Resource Generation and Auxiliary Services 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 to December 2022.


TONI MARC L. DARGANTES

Ratee

Approved:


DILBERTO O. FERRAREN

Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Administrative and Support Services Management | Updating of the Transparency Seal | Update the VSU Transparency Seal contents | 5 | 6 | 5 | 5 | 5 | 5.00 | |
| | Number of Successful procuremt for the University as Assistant Chairman of the BAC Secretariat | • Posting of Invitation to Bid and Award in the PhilGEPS Website • Facilitate conduct of procurement activities (Pre-Procurement, Prebidding Conference, Bid Opening, Bid Evaluation, Post Qualification) | 15 | 62 | 5 | 5 | 5 | 5.00 | |
| | Number of office documents reviewed and approved | Review and approve office operational documents | 20 | 54 | 5 | 5 | 5 | 5.00 | |
| | Number of personnel supervised | Supervise Planning office personnel for office operations and attainment of targets and assigned tasks | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| Management Information System | Number of Management Information System Proposals proposed | Make the proposal for the Management Information System (MIS) of the University for DBM Funding | 1 | 1 | 5 | 4 | 5 | 4.67 | |
| | MIS Project Implementation facilitation | Facilitate the implementation of the MIS and it's attached systems based on the Information System Strategic Plan | 100% | 100% | 5 | 4 | 5 | 4.67 | |

Planning Services

| | | | | | | | | |
|--|---|----|-----|---|---|---|------|--|
| Number of Conduct of Information System orientations and trainings | Train and orient end users on the newly developed SPPMIS system | 1 | 6 | 5 | 5 | 5 | 5.00 | |
| Number of Budget Proposal call conducted and facilitated | prepare and Conduct budget proposal call for projects for CY 2024 | 1 | 1 | 5 | 5 | 4 | 4.67 | |
| Number of programs and projects reviwed and submitted to NEDA, CHED, and DBM | Received, Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM | 40 | 95 | 5 | 5 | 5 | 5.00 | |
| Number of Projects encoded in the NEDA PIPOL system | Check project rediness and encode in the NEDA PIPOL System | 45 | 107 | 5 | 5 | 5 | 5.00 | |
| Number of planning quality procedures created/updated | Assist in the revision existing Institutional Planning quality procedures | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| Number of Monitoring Activities Conducted, Facilitated, Coordinated | Conduct monitoring of the OTP, Operational Plan, Strategic Plan, Risk, OPCR | 4 | 7 | 5 | 5 | 4 | 4.67 | |
| Number of Monitoring Forms processed and cosolidated | Consolidate the submitted monitoring forms per Vice President for report generation | 10 | 25 | 5 | 5 | 5 | 5.00 | |
| Number of OPCR's consolidated, reviewed, evaluated, and validated | Consolidate, review, validate, and evaluate the initial performance assessment of the Heads of Units based on reported Office accomplishments against the success indicators. | 4 | 108 | 5 | 5 | 5 | 5.00 | |
| Number of monitoring reports created | Create the Strategic plan and Risk, summary highlights reports based on the submitted monitoring forms | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| Number of performance assessment conducted and facilitated | Prepare and facilitate the Performance Assessment of the University and consolidate the submitted output | 1 | 1 | 5 | 4 | 5 | 4.67 | |
| Number of Planning Activities Conducted, Facilitated, Coordinated | Conduct of revisiting of the 2017-2027 VSU Strategic Plan | 3 | 6 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | |
|------------------------------|---|--|------|------|---|---|--------|--|
| | Number of Planning Workshops conducted and facilitated | Facilitate and conduct the planning workshop for the University | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of Policy/Guidelines Created/Formulated/Maintained | Create needed policy guidelines for the planning and monitoring process and maintain/update existing policy guidelines | 1 | 3 | 5 | 5 | 5.00 | |
| | Number of Offices assisted in the planning process | Assist and guide offices in the conduct of their strategic planning and revisiting of strategic plan | 4 | 5 | 5 | 4 | 4.67 | |
| | Number of Office Planning Documents reviewed and updated | Review, evaluate and provide comments for SWOT, ROAM, OTP, WFP, and OPCR of office of VSU | 2 | 6 | 5 | 5 | 5.00 | |
| | Percent of Land Use Development and Infrastructure Plan development facilitated | Facilitate and act as secretariate for the development of the VSU Land Use Development and Infrastructure Plan | 100% | 100% | 4 | 4 | 4.00 | |
| | Percentage of ISO GOOI and NCs Addressed | Address all ISO Audit finding | 100% | 100% | 5 | 4 | 4.33 | |
| Total Over-all Rating | | | | | | | 111.33 | |

| | | |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 12) | | 4.84 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.84 |
| ADJECTIVAL RATING | | |

Comments & Recommendations for Development Purpose

To attend training in Environmental Planning and Update on Advanced Strategic Planning.

Approved by:



DILBERTO O. FERRAREN
VP for PRGAS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2022

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 | 59 | | | | |
| 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 | 24 | | | | |
| Average Score | 4.88 | | | | |

Overall recommendation : _____



DILBERTO O. FERRAREN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Toni Marc L. Dargantes

Performance Rating: Outstanding

Aim: Efficient Planning facilitation for a relevant University Plan

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step: Recommend to attend strategic planning and personnel supervisory trainings conducted by reputable institutions a

Result:

Enhanced knowledge and abilities in the planning process, procedures, tools and methods

Date: July 1, 2023

Target Date: December 31, 2023

Next Step:

Prepare for the facilitation of strategic planning of the University

Outcome: Proper conduct of the institutional Planning Process of the University.

Final Step/Recommendation: Facilitate the University institutional planning process.

Prepared by:



DILBERTO O. FERRAREN

VP, Planning Resource Generation
And Auxiliary services

Conforme:



TONI MARC L. DARGANTES
Administrative Assistant VI