



## DEPARTMENT OF THE HEA **PERFORMANCE** MANAGEMENT ABD **REWARDS & RECOGNITION**as

Visca, Baybay City, Leyte, 6521 Philippines Phone/Fa +63 53-565-0600 loc 563-7323

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# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.82	70%	3.37
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.56	30%	1.37
	accomplishments	TOTAL NU	MERICAL RATING	4.74

FINAL NUMERICAL RATING	Outstanding
Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.74
TOTAL NUMERICAL RATING:	4.74

ADJECTIVAL RATING:

Prepared by:

UINIPAAN

Name of Staff

Reviewed by:

Department/Office Head

Recommending Approval:

Dean/Direc

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs





#### Visayas State Universit College of Arts and Sciences **DEPARTMENT OF MATHEMATICS AND PHYSICS** Visca, Baybay City, Leyte





## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arlyn A. Guinipaan, of the Department of Mathematics and Physics, College of Arts and Sciences commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1, 2020 to December, 2020.

> ARLYN A. GUINIPAAN Administrative Aide VI

EUSEBIO R. LINA, JR.

Head, DMP

Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair
- 1 Poor

			Actual			Ra	ting		Remarks
Description of MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Quality	Efficienc	Timelines	Average	
upport to Operation	is								
	PI.1 Percentage of forms prepared/facilitated and encoded								
	Projected/Tentative Workload	Prepares and assigned tentative workload of all DMP faculty	90%	100%	5	5	4	4.67	By semester
	Actual teaching load	Prepares/encodes and submitted actual teaching load of DMP faculty to Registrar's Office	90%	100%	5	5	4	4.67	By semester
	PI.2 Percentage of government forms prepared and encoded and submitted	PPMP, DTR, Annual Reports, Travels, Payroll JOs, and other Standard Government forms	90%	100%	5	5	5	5.00	Submit on time
	PI 5. Percentage of communications printing and encoded	Letter of requests, certifications, justifications	90%	100%	5	5	5	5.00	
	PI 6. Prepares faculty and staff monitored IPCR thru online	Facilitates faculty/staff IPCR	90%	100%	5	5	4	4.67	All faculty/staff
	PI.7. Prepares schedule for the 1st Semester SY 2020-2021	Prepares faculty schedule for the 1st semester SY 2020-21	90%	100%	5	5	5	5.00	All faculty and staff

PI 8. Number of contracts/payrolls facilitated/prepared /monitored	Pr es/monitor part timers/Jos contracts and payrolls	6	100%	5	5	5	5.00	Every 15th and 30th month
PI 9. Number of faculty/ staff monitored re leave of absence	Monitor/prepares leave of faculty/staff	5	22	5	5	5	5.00	
PI 8. Number of purchased ( equipment, supplies and materials ) of the dept facilitated and prepared and monitored	Facilitates/Prepares list of supplies /equipment purchased	6	8	5	5	5	5.00	
PI10. Percentage of Report Student Completion Grades recorded	Records of students completion grades in the grade sheets	90%	100%	5	5	4	4.67	Every month
PI 11 Number of DMP documents consolidated/files:	Consolidate of DMP documents/files	200 documents	500 documents	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assigments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel CSRs, Appointment for Jos, JO,
PI.12 Number of documents mimeographing/xerox laboratory exercises and exams	Consolidate exercises/exams	100 documents	200 documents	5	5	5	5.00	
PI.13 Number of Incoming memo's, letters recorded	Recording of incoming memo's, letters	200 documents	300 dlcuments	5	5	5	5.00	Memo's from OP, OVPI, OVPRG, OVPAF, OVPRE other documents from diff. offices
PI.14 Number of department meetings & university activities	Attended and served snacks during dept meetings & univ activities	3	6	5	5	5	5.00	Attended department activities
PI 15. Percentage of students assisted	facilitates submission of student's grades & INC	90%	100%	5	5	5	5.00	
	inquiry regarding class schedules/instructors	90%	100%	5	5	5	5.00	
 PI.17. Additional Outputs								
Number of documents facilitates in sorting/binding GE modules	Facilitates in sorting/binding GE modules (Volume 2)	150 doc	250 doc.	5	5	4	3.333	During pandemic
Percentage of document to facilitates ISO documents (QRM and scanned of documents(syllabus)	Prepares/faciltates IOS documents (QRM) and scanned	90%	100%	5	5	4	4.667	

General Administrat	ion and Support ervices (GASS)								]
Efficient and usto	omer friendly frontline service								
	PI.1 Number of efficient and customer friendly services rendered	Entertain students/ visitors/ clients with zero percent complaint served	0% complaint	0% complaint	5	5	5		Entertained students, visitors, clients coming to office
Total Over-all Rating								91.67	
Average Rating								4.82	
Adjectival Rating								0	

Average Rating (Total	4.82
Over-all rating divided	
by 4)	
Additional Points:	
Punctuality	
Approved	4.82
Additional points (with	
copy of approval)	
FINAL RATING	Outstanding
ADJECTIVAL	

Comments &

Recommendations for

Development Purpose:

Participale \$) in trainings/ Semirors on dates management system.

Evaluated and Review:

EUSEBIO R. LINA, JR.

Head, DMP

Recommending Approval:

MA. THERESA P. LORETO

Approved:

BEATRIZ'S. BELONIAS

Vice President for Academic Affairs

Date: 4521

1 - Quality

2 - Efficiency

3 - Tmeliness

4 - Average





# OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jul	1,2020 - Dec. 31,2026 1244 A- GUINIPAN		AL AND W	
Name of Staff:	ARYX A. BUINDAY	_Position: _	Adm. Aide 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)		S	cal	е	
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	(5)	4	3	2	-

	improvement of his work accomplishment					-
2.	Willing to be trained and developed	5	4	3	2	1
	Score	eft.			54	1
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
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	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	
	Total Score				24	
	Average Score			4.	56	>

Overall recommendation	:	naeds and make, me litt	a'meji. To	glis-ri-	90.33	

Euseum n. Lma Jr.

Printed Name and Signature Head of Office

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARLYN A. GUINIPA	AN
Performance Rating: Outstanding	
Aim: To improve office operations.	
Proposed Interventions to Improve Performa	ince
Date:	Target Date: One Year from Date of Intervention
First Step:	
<ol> <li>To computerized filing of faculty and</li> <li>To attend a training on data manager</li> </ol>	
Result:  1. Computerized filing and retrieval	of documents achieved
Date: Next Step 1. Application of data base management	Target Date: July – Dec. 2020
Outcome:	
1. Efficient office operations	
Final Step/Recommendation:	
	Prepared by:  Cyclich how.  EUSEBIO R. LINA, JR.  Unit Head
Conforme:  ARLYN A. GUINIPAAN  Ratee	