



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Raul Antony S. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.283
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

Raul Anthony S. Valenzona
Name of Staff

EDITHA G. CAGASAN
Director for Quality Assurance

Approved:

EDGARDO E. TULIN
VSU President

I, Raul Anthony S. Valenzona of the Office of the Director for Quality Assurance commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December, 2021.

EDITHA G. CAGASAN
Head of Unit

[illegible]

		Number of AACCCUP and ISO-related Meetings/Workshops hosted through Zoom	20	38	190%	5	5	5	5	
		Number of Google drives for supporting documents maintained and updated	1	2	200%	4	4	4	4	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	5	5	5	5	
Total Overall Rating						52	52	51	51.66	
Average Rating						4.69				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.69	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

He is very supportive of VSU's quality assurance activities. He works overtime without complaining to beat deadlines. Keep up the good work.

Evaluated & Rated by:

EDITHA G. CAGASAN

Director, Quality Assurance

Date:

Recommending Approval:

EDITHA G. CAGASAN

Director, Quality Assurance

Date:

Approved by:

EDGARDO E. TULIN

VSU President

Date:

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

RAUL ANTHONY S. VALENZONA
RATEE

[illegible]

		Number of AACCUP and ISO-related Meetings/Workshops hosted through Zoom	20						
		Number of Google drives for supporting documents maintained and updated	1						
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients						
Total Overall Rating									
Average Rating									
Adjectival Rating									

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

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:

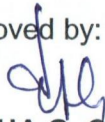


EDITHA G. CAGASAN

Director, Quality Assurance

Date:

Approved by:



EDITHA G. CAGASAN

Director, Quality Assurance

Date:

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: Raul Anthony S. Valenzona

Position: Administrative Aide III(Casual)


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

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	57				
Average Score	4.75				

Overall recommendation : Keep up the good work


Editha G. Cagasan
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Office: Office of the Director for Quality Assurance

Head of Office: Editha G. Cagasan

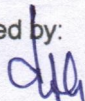
Name of Personnel: Raul Anthony S. Valenzona

Signature: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of documents such as; PPMP, PR, payment voucher, payrolls, contracts, and job requests.	x				
Formatting and printing of communications, notice of meetings and other documents pertinent to AACCUP Accreditation and ISO QMS Implementation.	x				
Receiving/Releasing of documents through the HRIS Document Tracking System	x	x			
Photocopying/Scanning and uploading of supporting documents needed for AACCUP Accreditation and ISO QMS Implementation	x	x			
Creating and hosting virtual meetings related to AACCUP accreditation and ISO QMS implementation	x				
Coaching					
Gathering/Collecting supporting documents for AACCUP Accreditation	x	x			
Facilitating AACCUP and ISO activities	x	x			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

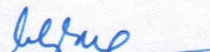
Conducted by:



EDITHA G. CAGASAN

Director for Quality Assurance

Noted by:



EDGARDO E. TULIN

President, VSU

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raul Anthony S. Valenzona

Performance Rating: _____

Aim: Acquire additional knowledge on documentation and records management

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: September 2021

First Step: Identify areas in the personnel's performance that need improvement.

Result: Improvement on the personnel's performance on records management, especially in keeping records for future reference

Date: July 2021 Target Date: September 2021

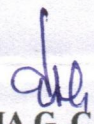
Next Step: Let the personnel attend a training on Documents Control and Records Management.

Outcome: Increase efficiency and effectiveness in documents and records management

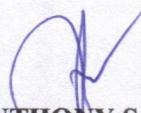
Final Step/Recommendation:

Continue capability enhancement through mentoring and coaching and sending him to trainings and seminars.

Prepared by:


EDITHA G. CAGASAN
Unit Head

Conforme:


RAUL ANTHONY S. VALENZONA
Name of Ratee Faculty/Staff