

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

Name of Administrative Staff: BERNARDITA P. BIBERA

Particulars (1)	Numerical Rating (2)	Percentage Weight (70%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	0.70	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: \_\_\_\_\_  
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

  
BERNARDITA P. BIBERA  
Name of Staff


  
DILBERTO O. FERRAREN  
VP for Planning, Resource  
Generation & External Affairs


Approved by:

  
DILBERTO O. FERRAREN  
VP for Planning, Resource  
Generation & External Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERNARDITA P. BIBERA, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & 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 to June, 2019.

  
BERNARDITA P. BIBERA  
Ratee

Approved:   
DILBERTO O. FERRAREN  
Head of Unit

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
UNIV MFO 6: GENERAL ADMINISTRATION & SUPPORT SERVICES										
PRGEA MFO 1. Administrative & Support Services	PI 1	Efficient and customer-friendly frontline service	Serve clients with courtesy and friendly service	No complaint	No complaint	5	5	5	5	
	PI 5	Preparation for the ISO 9001:2015 of VSU	Prepare office documents that are auditable by ISO 9001:2015	20%	30%	4	4	4	4	
	PI 1	Proactive submission of university reports/plans and documents as prescribed by DBM	Number of 2019 Physical Report for Operation for BAR (Quarterly Accomplishments)	2	2	5	5	5	5	
PRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1	Proactive submission of university reports	Number of 2018 accomplishment reports received from depts., centers, offices, and colleges	40	85	4	4	4	4.00	
			Consolidate the accomplishment reports of the different colleges, depts, centers, and offices	80	85	4	4	4	4.00	

	P1 1		Prepare a consolidated 2018 accomplishment report for editing.	1	1	4	4	4	4.00	
	P1 4	Collaborative and regular monitoring of the VSU Transparency seal	Monitor the updates of the VSU Transparency Seal	100%	100%	5	5	5	5.00	
	P1 5	Promptly provide data needed for VSU Budget Proposal	Number of documents needed for Budget proposal preparation	1	1	5	5	5	5.00	
<b>Total Over-all Rating</b>						36	36	36	36.00	

Average Rating (Total Over-all rating divided by 8)		4.50	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
FINAL RATING		4.50	
ADJECTIVAL RATING	Very Satisfactory		

Evaluated and Rated by:



DILBERTO O. FERRAREN

Head

Date: \_\_\_\_\_

Approved by:



DILBERTO O. FERRAREN

VP for PRGEA

Date: \_\_\_\_\_

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



# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2019 – June 2019

Name of Staff: BERNARDITA P. BIBERA

Position: Administrative Officer 5


**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		58				

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	4.83				

Overall recommendation : \_\_\_\_\_



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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERNARDITA P. BIBERA  
Performance Rating: Very Satisfactory

Aim: To improve strategic management skills.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step: Attend trainings, seminars related to office management/development of team to improve office performance.

Result: Improved office performance

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: Improved strategic management skills and office performance.

Final Step/Recommendation: Continue to attend seminars/trainings related to management skills and development of work teams.

Prepared by:



**DILBERTO O. FERRAREN**  
VP for Planning, Resource  
Generation & External Affairs

Conforme:



**BERNARDITA P. BIBERA**  
Name of Ratee