

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Rating Period: July to December, 2019

Name of Administrative Staff: NELSIE F. MONDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR Exhibit B	4.85	70%	3.40
2. Head's assessment on contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

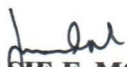
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

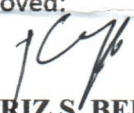
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Prepared by:

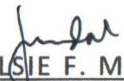

NELSIE F. MONDAL
Name of Staff

Reviewed and Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR) - Accomplishments

I, NELSIE F. MONDAL, of the OVPI commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2019.


NELSIE F. MONDAL
 Ratee

APPROVED:


BEATRIZ S. BELONIAS
 Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
P11: Faculty Workload monitored for FTE graduate subjects	No. of Faculty Workload monitored for FTE handling graduate student	Monitors the submission of the Individual Faculty Workload (IFW)	40	76	5	5	4	4.67	
	No. of Faculty handling graduate subjects computed for FTE	Encodes the subjects taught of the graduate faculty for FTE	40	76	5	5	4	4.67	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: Faculty Workload monitored for FTE undergraduate subjects	No. of Faculty Workload monitored for FTE handling undergraduate student	Monitors the submission of the Individual Faculty Workload (IFW)	245	403	5	5	5	5	
	No. of Faculty handling undergraduate subjects computed for FTE.	Encodes the subjects taught of the undergraduate faculty for FTE	245	403	5	5	5	5	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
P12: Faculty renewal/ recruitment/hiring of full and part-time instructors	No. of recommendations, letter request, projected workload and other related documents reviewed for APB.	Reviews projected workload and other documents submitted for APB & notify the requesting department if there are documents lacking for compliance.	35	98	5	5	4	4.67	

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MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support To Operations (STO)									
OVPI MFO 1: Faculty Development Services									
P11: Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated.	No. of facilitators coordinated to conduct Teaching Performance Evaluation by students (TPES) of the university and external campus	Facilitated, coordinates facilitators Teaching Performance Evaluation by students (TPES) of the university and external campus	70	93	5	4	5	4.67	
	No. of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated. (VSU main and external campus)	Coordinates the Teaching Performance Evaluation by students (TPES) of the university. Monitors the progress of the TPES in the university. Encode the filled up TPES forms. Summary of TPES of all instructors are provided thru the College Dean.	350	544	5	4	5	4.67	
UMFO 6: General Administration and Support Services (GASS)									
OVPI MFO 1: Administrative and Facilitative Services									
P11: Colleges, departments, institute and support units under OVPI including the four satellite campuses	No. of documents from different Colleges, departments, institute and support units under OVPI checked/reviewed/ counter signed for appropriate action by the VP for Instruction	Monitors submission of the actual teaching load for the class roster of the Registrar's office & for the TPES	20	44	5	5	5	5	
		Monitors submission of IFW and make a summary of workload per faculty of all departments. (VSU main and external campus)	350	544	5	5	5	5	
		Data automation of the individual faculty workload for CHED data elements.	255	368	5	5	5	5	
		Reviews IFW & countersign for approval of workload by VP Instruction.	350	544	5	5	5	5	
OVPI MFO 2: Efficient Customer-Friendly Assistance Services									
P11: Customer Assistance Services	Efficient and customer-friendly frontline service	Provides immediate services to clients who needs data related to faculty workload & evaluation Prepare the documents for soft bounding aside form electronic files, such as: summary of workload, subjects taught by faculty, full time teaching equivalent and summary of TPES rating with label are made available at OVPI to clientele's who wants to make use of it	25	56	5	5	5	5	

Others: As dDRC of the office	Control and file of documents related to ISO	Proper keeping, controlling, filing of documents related to ISO such as Manuals, Quality Procedures, IFW, TPES and etc.	300	605	5	5	4	4.67	
TOTAL OVERALL RATING					65	63	61	63	
AVERAGE RATING					5	4.85	4.69	4.85	

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: <i>Very diligent</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.85	
ADJECTIVAL RATING			

Evaluated & Rated by:

[Signature]
BEATRIZ S. BELONIAS
Unit Head

Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

Name of Staff: NELSIE F. MONDAL

Position: Admin. Aide III

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


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score		57				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
Not Applicable						
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		NA				
Average Score		4.75				

Overall recommendation : _____


BEATRIZ S. BELONIAS
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : OVPI
 HEAD OF OFFICE : BEATRIZ S. BELONIAS
 NAME OF PERSONNEL : NELSIE F. MONDAL

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	MECHANISM				
	MEETING		MEMO	OTHERS (Pls. specify)	REMARKS
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>					
<u>Coaching</u>					

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

Conducted by:

BEATRIZ S. BELONIAS
 Immediate Supervisor

Noted by:

EDGARDO E. TUYN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE : NELSIE F. MONDAL

PERFORMANCE RATING : _____

AIM: To efficiently and accurately deliver the needed services to clientele consistently and systematically according to the standard operating procedure set by the office

Proposed Interventions To Improve Performance

Date : July 01, 2019

Target Date: July-December, 2019

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make suggestions/propose solutions of the encountered problems

Date : July 01, 2019

Target Date: July-December, 2019

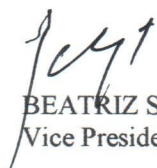
Next Step : Update on existing procedures and policies to answer queries, facilitate, review and validate documents for appropriate action by the Vice President for Instruction

Outcome : Teachable, can easily comprehends, knowledgeable and articulate in answering queries, consistent and accurate in reviewing of documents.

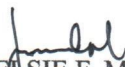
Final Step/

Recommendation: Attend in short term training, seminar & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Conforme:


NELSIE F. MONDAL
Ratee