

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VALERIE V. YAMON-VERGIS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.970	x 70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.979

TOTAL NUMERICAL RATING: 4.979

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.979

ADJECTIVAL RATING:

Outstanding

Prepared by:

VALERIE V. YAMON-VERGIS

Name of Staff

Reviewed by:

ARTHUR IT. TAMBONG, FPSAE

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Approved:

EDGARDO E. TULIN, Ph.D.

President

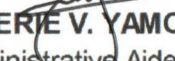


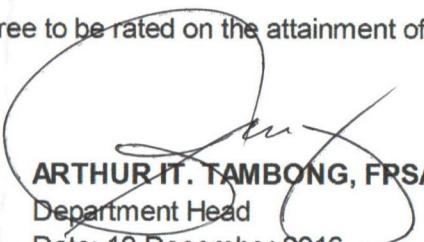
Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VALERIE V. YAMON-VERGIS, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2016.


VALERIE V. YAMON-VERGIS
Administrative Aide III
Date: 19 December 2016


ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: 19 December 2016

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

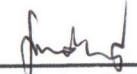
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of graduate degree specializations offered and monitored	Documentation	Facilitator	4	4	5	5	5	5.0	Soil and Water, Crop Processing, Renewable Energy, Farm Power & Machinery
		PI 2. Total FTE monitored	Documentation	Encodes, print, computes Faculty Teaching Evaluation	0.25	5.42	5	5	5	5.0	Total Graduate FTE (whole year FTE)
		PI 3. Percentage increase in number of graduate students enrolled	Supervising/ Monitoring	Assist in supervising/monitoring number of undergraduate students enrolled	33	166.67	5	5	5	5.0	from 3 to 8 graduate students

MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Documentation	Encodes, print, computes Faculty Teaching Evaluation	260.74	513.44	5	5	5	5.0	Total Undergraduate FTE (Whole Year FTE)
		PI 4. Percentage increase in number of undergraduate students enrolled	Supervising/ Monitoring	Assist in supervising/monitoring number of undergraduate students enrolled	5	(15)	5	5	5	5.0	CHED K2-12 programmed enrollment reduction: 2nd sem, SY 2015-2016 - 178; Summer A 2016 - 66 ; Summer B 2016 - 13; 1st sem, SY 2016-2017 - 152
		PI 6. Average percentage passing in licensure in mandated programs	Documentation	Monitors who and how many BSAE graduates took and passed/failed in the licensure examination	60	66.67	5	5	5	5.0	AE Board Licensure Exam 2016 (August 2016) : 10 passers out of 15 takers
		PI 7. Number of students awarded with scholarship/fellowship/ grants	Scholarship grants	Screens, monitors & evaluates students under the BSAE Financial Assistance Progm (FAP)	15	63	5	5	5	5.0	BSAE-FAP scholars, DOST, Pagkaon, Iskolar ng Bayan, etc.
		PI 8. Number of graduates gainfully employed in jobs related to their undergraduate programs	Documentation/ Monitoring	Monitors who and how many BSAE graduates gainfully employed in jobs related to their undergraduate programs	6	14	5	5	5	5.0	14 BSAE graduates (Batch 2016) gainfully employed in jobs related to their undergraduate programs
		PI 9. Number of undergraduate students awarded with honors/distinction	Documentation/ Monitoring	Monitors who and how many BSAE undergraduate students awarded with honors/distinction	1	1	5	4	5	4.7	VSU PSAE-PPG President - AGCGil
		PI 10. Number of academe/industry linkage established	Documentation/ Facilitator	Facilitating linkage with academe / industry	1	3	5	5	5	5.0	PhilRice, PhilMech, LGU-Negros Occidental (SWMO)
		Best Practices/New Initiatives									
		Number of Center of Excellence (COE) status designated by CHED	Documentation/ Monitoring	Documenting/Monitoring Center of Excellence (COE) status	1	1	5	5	5	5.0	Center of Excellence in Agricultural Engineering effective April 1, 2016 to December 31, 2018
		Number of Level III AACCUP Accreditation Areas assisted	Preparation/ Encoding/ Printing	Preparation and printing of documents for AACCUP	1	3	5	5	5	5.0	Areas II, III & IX: AACCUP Level 3 Phase I - BSAE Program


MFO 5	Support to Operations	PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documentation	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60	100	5	5	5	5.0	1st sem, SY 2016-2017: 100% Outstanding & Very Satisfactory; 2nd sem, SY 2015-2016: 85% Outstanding & Very Satisfactory (2 subjects Satisfactory)
		PI 5. Number of in-house seminars/trainings/workshops/reviews conducted	Documentation/ Secretariat	Assist in preparation and printing of all documents	1	3	5	4	5	4.7	1) Climate Change Adaptation Technologies, Mitigation Techniques, and Management Services (19 Nov 2016); 2) HIV Seminar (09 December 2016); 3) Seminar/Workshop on 5S and Record Management (15 December 2016)
		PI 6. Additional outputs									
		Number of Classes evaluated for Faculty Evaluation	Facilitator	Conducted student evaluation for Department of Teacher Education Professors/Instructors	20	22	5	5	5	5.0	Facilitated in the evaluation of the faculty in the Department of Liberal Arts and Biological Sciences for the 1st Sem SY 2016-2017
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Documentation	Assists in supervising and monitoring one (1) department	1	1	5	5	5	5.0	DAE
		PI 4. No. of management meetings conducted	Documentation	Assist in conducting a meeting	2	4	5	5	5	5.0	Regular meeting/special meeting
		PI 5. Number of documents attended and served	Documentation	Assist on to be signed and approved documents	380	1,020	5	5	5	5.0	Enrollment forms, shifting/changing academic adviser, overload forms, gradesheets, cash advanced, liquidation, vouchers, travel orders, permit to conduct classes/give exam, individual workloads, actual workloads, completion of grades, etc.

		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Additional outputs									
		Number of Enrollment Form distributed to students	Service	Distributing student enrollment form	120	152	5	5	5	5.0	Facilitated student enrollment form for the 1st Sem SY 2016-2017
		Number of Copy of Grades distributed to students	Service	Distributing student copy of grades	20	56	5	5	5	5.0	Facilitated student copy of grades for the 2nd Sem SY 2015-2016, Summer A, and Summer B
		Number of FTE computed	Preparation	Computing FTE per semester	2	3	5	5	5	5.0	2nd sem SY 2015-16; Summer A; 1st sem SY 2016-2017
Number of Performance Indicators Filled-up							22				
Total Over-all Rating							109.333				
Average Rating							4.970				
Adjectival Rating							Outstanding				

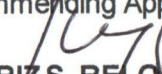
Received by:


 Planning Officer
 Date: _____


Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT
 Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2016
 Name of Staff: Valerie V. Yamon-Vergis 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
Total Score	60				
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	5.0				

Overall recommendation

Excellent! Dependable staff!
Does not need instruction, she knows what to do.

Name of Head/Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Valerie V. Yamon-Vergis Signature:  Date: _____
Performance Rating: _____

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: 10/12/16 Target Date: Last Qtr. 2016

First Step: Advised to implement SS in office.

Result: she attended SS seminar.
Promoted to permanent.

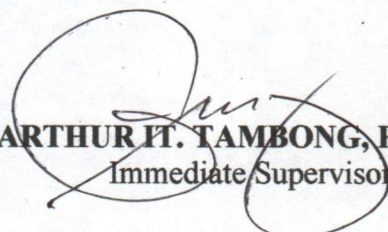
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ARTHUR H. TAMBONG, FPSAE
Immediate Supervisor