

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	4.912	x 70%	3.438
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	x 30%	1.5
TOTAL NUMERICAL RATING			4.938

TOTAL NUMERICAL RATING: 4.938

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.938

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

VALERIE V. YAMON-VERGIS

Name of Staff

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 January to June, 2016.

VALERIE V. YAMON-VERGIS

Administrative Aide III

Date: 12 February 2016

ARTHUR IT. TAMBONG, FPSAE

Department Head

Date: 12 February 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 (Jan-June 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	4	4.7	Soil and Water, Crop Processing, Renewable Energy, Farm Power & Machinery
		PI 2. Total FTE monitored	Documentation	Encodes, print, computes Faculty Teaching Evaluation	0.25	1.50	5	5	5	5.0	AgEn 246- Postharvest Engineering for Agric Products (Lec & Lab); AgEn 244- Drying & Storage of Agr'l Products (Lec & Lab)

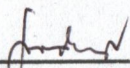
		PI 3. Percentage increase in number of graduate students enrolled	Supervising/ Monitoring	Assist in supervising/monitoring number of undergraduate students enrolled	33	100	5	5	5	5.0	from 3 to 6 graduate students; no graduate yet
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Documentation	Encodes, print, computes Faculty Teaching Evaluation	260.74	254.24	5	5	5	5.0	whole year FTE target; 1 semester for the accomplishment
		PI 4. Percentage increase in number of undergraduate students enrolled	Supervising/ Monitoring	Assist in supervising/monitoring number of undergraduate students enrolled	5						Summer: 66 BSAE students enrolled; First semester enrollment schedule is July 2016
		PI 5. Percentage increase in the number of undergraduate students who graduated w/in prescribed period	Documentation	Monitors who and how many BSAE students can graduate within the prescribed time	5	12	5	4	5	4.7	12 regular students graduated last April 2016
		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						no board exam yet as of June 2016; exam schedule is Aug. 2016
		PI 7. Number of students awarded with scholarship/fellowship/grants	Scholarship grants	Screens, monitors & evaluates students under the BSAE Financial Assistance Progm (FAP)	15	30	5	5	4	4.7	30 BSAE-FAP scholars
		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						not yet - still focusing on the board exam

		PI 9. Number of undergraduate students awarded with honors/distinction	Documentation/ Monitoring	Monitors who and how many BSAE undergraduate students awarded with honors/distinction	5	33	5	5	5	5.0	13th International Ag.Eng Conference & Exhibition, 66th P.SAE Annual National Convention & 27th Philippine Ag Engineering Week (April 24-30, 2016): <u>Champion, GIS Speed Mapping</u> - JJ Dlayan; <u>Most Outstanding Student Leader</u> - JJDlayan; <u>Champion, Logo Making Contest</u> - FLSinon Jr.; <u>Undergraduate Thesis (1st place)</u> - CMTardo/FPDiocton; <u>Contemporary Dance Contest (2nd runner up)</u> - RBOcay, CLMoncada, MDOTumala; <u>Ms. Photogenic, Most Charming, Best in Formal Attire (Ms. P.SAE-PPG 4th Runner Up)</u> - FBAIbarico; <u>Mr. Photogenic and Mr. Congeniality (MR.P.SAE-PPG contestant)</u> - JBLua; <u>Phi-Delta Award</u> : CMTardo (2nd place); 2016 Honors and Awards Convocations (Feb 26, 2016): <u>College Honor</u> : AMWAquino, CVBacariza, CCalumpang, RRColetana, ALContridas, JMTGuatlo, EJGLoyzaga, JFLumbre, MITMamano, GDOmpod, AMCPasana, GLPromentera, RHSalili, FLSinon Jr, TFSoroño; <u>University Honor</u> : 2nd semester, SY 2014-2015 or 1st semester, SY 2015-2016: FPGumamac, AMVMendoza, LEMontañez, PMTMonterrojo; <u>College Honor-2nd sem, SY2014-2015 & Univ Honor-1st sem, SY2015-2016</u> : FPDiocton; <u>College Honor-2nd sem, SY2014-2015 & 1st sem, SY2015-2016</u> : AGCGil
		PI 10. Number of academe/industry linkage established	Documentation/ Facilitator	Facilitating linkage with academe / industry	1	11	5	5	5	5.0	Brgy. Villa Elem. School, Brgy. Mailhi Elem. School, Brgy. Monteverde Elem. School, Brgy. Higuloan Elem School, Brgy. Gubang Elem School, Brgy. Kambonggan Elem School, Brgy. Makinhas Elem School, Brgy. Imelda Elem School (includes services of CoE-SSC officers); PhilRice, PhilMech, LGU-Negros Occidental (SWMO)
		PI 14. Additional outputs									
		Number of international alumni awards	Documentation/ Monitoring	Documenting/monitoring who and how many VSU BSAE alumni awarded	1	1	5	5	5	5.0	2016 Most Outstanding Agricultural Engineer (Maramba Award) - Dr. Ricardo F. Orge (VSU BSAE Graduate 1982), 13th International Ag.Eng Conference & Exhibition, 66th P.SAE Annual National Convention & 27th Philippine Ag Engineering Week, April 24-30, 2016

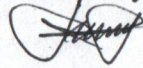
		Best Practices/New Initiatives									
		Number of Center of Excellence (COE) status designated by CHED	Documentation/ Monitoring	Documenting/Monitoring Center of Excellence (COE) status	1	1	5	5	5	5.0	Center of Excellence in Agricultural Engineering effective April 1, 2016 to December 31, 2018
		Number of Level III AACCUP Accreditation applied	Preparation/ Encoding/ Printing	Preparation and printing of documents for AACCUP	1	1	5	5	4	4.7	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						no results yet
		PI 5. Number of in-house seminars/trainings/ workshops/reviews conducted	Documentation/ Secretariat	Assist in preparation and printing of all documents	1	3	5	5	5	5.0	Training on the use of MOODLE for Online Teaching, April 2016; Training on Geographic Information System using QGIS, June 6-8, 2016; AACCUP Accreditation Workshop
		PI 6. Additional outputs									
		Number of Classes evaluated for Faculty Evaluation	Facilitator	Conducted student evaluation for Department of Teacher Education Professors/Instructors	33	33	5	5	5	5.0	Facilitated in the evaluation of the faculty in the Department of Economics for the 2nd Sem SY 2015-2016
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	4	3	5	4	5	4.7	Regular meeting/special meeting
		PI 5. Number of documents attended and served	Documentation	Assist on to be signed and approved documents	380	442	5	5	5	5.0	Salary vouchers, completion forms, overloading, shifting, adding, changing forms, faculty/staff and students clearances, 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	200	200	5	5	5	5.0	Facilitated student enrollment form for the 2nd Sem SY 2015-2016
		Number of Copy of Grades distributed to students	Service	Distributing student copy of grades	300	300	5	5	5	5.0	Facilitated student copy of grades for the 2nd Sem SY 2015-2016 and Summer A
Number of Performance Indicators Filled-up							19				
Total Over-all Rating							93.333				
Average Rating							4.912				
Adjectival Rating							Outstanding				

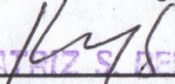
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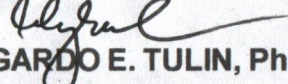
Calibrated by:


 Chairman, PMT
 Date: _____

Recommending Approval:


 BEATRIZ S. DELONIAS PhD
 Vice Pres. for Instruction
 Date: _____

Approved:


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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2016

Name of Staff: Valerie V. Yambon-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					
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	60				
Average Score	5				

Overall recommendation :

Excellent!

ARTHUR IT. TAMBONG, FPSA:
Name of Head