

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CONNEL D. ANTIPASO

| Particulars<br>(1)                                                                                        | Numerical<br>Rating (2) | Percentage Weight<br>70%<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.94                    | 0.70                            | 3.458                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.88<br><u>4.88</u>     | 0.30                            | 1.464                                   |
| <b>TOTAL NUMERICAL RATING</b>                                                                             |                         |                                 | <b>4.922</b>                            |

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

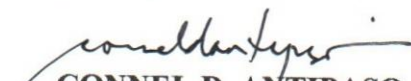
TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

OUTSTANDING

Prepared by:

Reviewed by:

  
CONNEL D. ANTIPASO  
Name of Staff

  
EDGARDO E. TULIN  
Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017Name of Staff: Connel D. Antipaso Position: Executive Assistant

**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                                                                                                                                  |

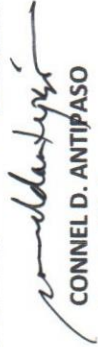
| A. Commitment (both for subordinates and supervisors) |                                                                                                                                                                                                                             | Scale |   |   |   |   |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|---|---|---|
| 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                                                                                                                                                                                                                  |     | 59    |   |   |   |  |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>                                                                                                                                |     | 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                                                                                                                                                                                                                  |     | 24    |   |   |   |  |
| Average Score                                                                                                                                                                                                                |     | 4.88  |   |   |   |  |

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

  
**EDGARDO E. TULIN**  
 Name of Head

I, CONNEL D. ANTIPASO, Head of the Office of the President 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, 2017.

  
**CONNEL D. ANTIPASO**  
Head of Unit

Date: \_\_\_\_\_  
Approved:   
**EDGARDO E. TULIN**  
President

| MFO No.                                          | MFOs/PAPs                      | Success Indicators                                                                                    | Task Assigned                                                                                                                                      | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|--------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|                                                  |                                |                                                                                                       |                                                                                                                                                    |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| MFO 6<br>General Administration Support Services | Management/ executive services | Amount of resources/funds generated from funding agencies                                             | • Manages VSU Apartelle and Core Value Cottages                                                                                                    | 4.5M   | 3M                    | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | Number of MOU/MOAs forged for establishment of linkages                                               | • Reviewed MOU/MOA for accuracy and refer to Legal Office before action of the President                                                           | 60     | 155                   | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | Number of meetings and travels convened/ presided/facilitated/photo-documented                        | • Facilitated/Coordinated meetings and travels of the President                                                                                    | 75     | 111                   | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | 100% of committee assignments steered and complied                                                    | • Facilitated/Coordinated committee assignments                                                                                                    | 100%   | 50                    | 4              | 5              | 5              | 4.67           |         |
|                                                  |                                | Number of events organized/coordinated/photodocumented                                                | • Assisted/Facilitated organizing events of the university                                                                                         | 10     | 35                    | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | Number of Memoranda/Special Orders/Certifications issued                                              | • Reviewed memoranda/special orders/certifications issued before action of the President                                                           | 150    | 332                   | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | Number of offices under OP and special projects supervised                                            | • Facilitated/Coordinated smooth implementation of offices under OP                                                                                | 10     | 10                    | 5              | 5              | 5              | 5.00           |         |
|                                                  | Administrative services        | 90% of legal services timely provided                                                                 | • Facilitated timely provision of legal services                                                                                                   | 50%    | 90%                   | 5              | 5              | 4              | 4.67           |         |
|                                                  |                                | 100% of web development services timely rendered                                                      | • Facilitated data/information needed by the team                                                                                                  | 50%    | 100%                  | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                | Number of documents reviewed, processed & released within the day it is acted by the President or OIC | • Reviewed the authenticity and accuracy of documents received for action of the President or OIC                                                  | 5,000  | 7,438                 | 5              | 5              | 5              | 5.00           |         |
| Efficient & customer-friendly assistance         |                                | Number of correspondence and reports prepared and released                                            | • Prepared/Facilitated correspondence and reports for action of the President                                                                      | 150    | 320                   | 5              | 5              | 4              | 4.67           |         |
|                                                  |                                | Zero complaints from clients                                                                          | • No complaints                                                                                                                                    | 0      | 0                     | 5              | 5              | 5              | 5.00           |         |
| Best Practices                                   |                                | CHED K to 12 Scholarship Program                                                                      | • Facilitated submission in the Portal of CHED all the required documents of faculty nominated for the scholarship                                 |        | 57                    | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                |                                                                                                       | • Facilitated submission at CHEDRO8 the final required documents of faculty qualified for the scholarship program                                  |        | 40 (18 PhD; 22 MS)    | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                |                                                                                                       | • Developed a scheme to make it easier for the President to affix his signatures in the contract and MOA which needs original signature every page |        |                       | 5              | 5              | 5              | 5.00           |         |
|                                                  |                                |                                                                                                       | • Secure print out of grades and COR of                                                                                                            |        |                       | 5              | 5              | 5              | 5.00           |         |

