OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION
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VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period: <u>January – June 2021</u>
Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.914	30%	1.474
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.93

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CONNEL D. ANTIPASO
Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the ___**Office of the Vice President for Academic Affairs**___ 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___, 20<u>21</u>.

CONNEL D. ANTIPASO
Education Program Specialist II

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-plishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 1: Advanced Education Services									
OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	32	32	4	5	5	4.67	
OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	35	131	5	5	5	5.00	
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	10	NA					Schedule of gradn is Sept. 2021
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members & endorsement to CHEDRO8/BOR		1	5	5	5	5.00	AB Philo in compliance to BOR's suggestions

PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of COPC	2	6	5	5	5	5.00	BAELS,BEEd, BSEd,BCAEd, BECEd,BS Econ
	Facilitated virtual meeting of unit heads with no COPC yet as of March 29-31, 2021.		11	5	5	5	5.00	
PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	20	28	5	5	5	5.00	
PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	1	1	4	5	5	4.67	
PI 6: Percentage passing of students in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;	45%	NA					No PRC licensure exam
PI 4. Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected and summarized graduate tracer data needed for PMT perusal for submission to DBM and SUC PBB	45%	52.07%	5	5	5	5.00	Only for 1st & 2nd quarters

UMFO 5. Support to Operations (STO)

OVPI MFO 1. Faculty Development Services

PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	10	30	5	5	5	5.00	
PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	10	25	5	5	5	5.00	
PI 1.2 Number of faculty who finished advanced degree programs	Facilitated documents submitted by returning/graduated scholars	3	6	5	5	5	5.00	
PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	15	40	5	5	5	5.00	
PI 3 Number of faculty granted with internal fellowship grants		5	25	4	5	5	4.67	
PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings/seminars/conferences/workshops	30	75	5	5	5	5.00	

OVPI MFO 2. Faculty Recruitment/Hiring Services

PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of hiring faculty	10	38	5	5	5	5.00	

OVPI MFO 3. Faculty Evaluation Services								
OVPI MFO 7. Distance Education Services								
	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	1	5	5	5	5	5.00	
OVPI MFO 8. Program and Institutional Accreditation Services								
	PI 1: Number of degree program specializations which passed AACCUP accreditation/evaluation of at least Level 1	Facilitated requests of the different colleges, departments, faculty and staff	NA						
	PI 2: Number of degree programs issued with COPC	Coordinated with CHEDRO8 re documents needed; facilitates request of the different departments offering degree programs	3	6	5	5	5	5.00	BAELS, BEED, BSED, BCAED, BECED, BSEcon
	PI 3: Percentage of completion of documents compliant to ISO evaluation	Facilitated document (Class Roster of faculty) needed for Class Observation by TUV for ISO Surveillance Audit	75%	86%	5	5	5	5.00	
OVPI MFO 9. Development Broadcasting & Communication Services								
UMFO 6. GASS								
OVPI MFO 1. Administrative and Facilitative Services								
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	30	75	5	5	5	5.00	
		Facilitated meetings and documents needed for departments with no COPC	6	11	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Assisted/Facilitated requests of the different committees of the university	32	38	5	5	5	5.00	
		Participated in the university committees for appropriate action such as NAPB, LSUADPA BOD, QS, Academic & Admin Awards, OSH and other task force	3	5	5	5	5	5.00	
		Drafted citations for Service Award (68), finalized citations for Mt. Pangasugan Award (26) and other Special Awards (5)	30	99	5	5	5	5.00	

			Target	Actual				Rating	Remarks
		Facilitated editing, finalization of camera-ready layout (99) ready for production by the supplier as well as proofreading of citations that has been layouted before its final production.	99	198	5	5	5	5.00	
		Arranged 99 plaques during the 97th Anniversary Convocation ready for the distribution to the recipients	99	6	5	5	5	5.00	Virtual presentation only
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1380	1800	5	5	5	5.00	
		Encoded averaged workload and computed number of CDOs for faculty on vacation-sick leave status	50	76	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	1	4	5	5	4.67	
		Computed/Prepared work overload pay for teaching of qualified faculty members including all the component colleges		207	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitors academic units to ensure customer-friendly front liners	10	10	4	5	5	4.67	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
Best practices/new initiatives									
		Total Over-all Rating						153.35	
		Average Rating						**4.94**	

			Comments and Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 4)		4.94	
Additional Points:			
Approved Additional points (with copy of approval)	XX		*Very efficient in her job.*
FINAL RATING		4.94	
ADJECTIVAL RATING			

Evaluated and Rated by:

_____
BEATRIZ S. BELONIAS, Ph.D.
Unit Head

Approved by:

_____
BEATRIZ S. BELONIAS, Ph.D.
Vice President   for Academic Affairs

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

OFFICE ~~HE HEAD OF~~
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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2021</u>
Name of Staff: **CONNEL D. ANTIPASO**   Position: <u>EPS II</u>

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	59/12 = 4.916				

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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					

Overall recommendation : _____

BEATRIZ S. BELONIAS
Printed Name and Signature
Head of Office

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PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2nd	U A
	3rd	R T
	4th	E R

Name of Office: _____ OVPAA _____

Head of Office: _____ DR. BEATRIZ S. BELONIAS ____

Number of Personnel: _____ CONNEL D. ANTIPASO _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring				One-on-one monitng whenever necessary	
Coaching				One-on-one coaching as needed	

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

Conducted by:

BEATRIZ S. BELONIAS
Immediate Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ___**CONNEL D. ANTIPASO**___
Performance Rating: _____

Aim: To efficiently assist the Vice President for Instruction in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: ___January 2021___   Target Date: ___January – June 2021_____

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: ___January 2021___   Target Date: ___January – June 2021_____

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:
Improved delivery of services among clientele in the day to day transactions in the office.

Final Step/Recommendation:

Participate in webinar to enhance the skills in the performance of functions needed in the delivery of services at OVPAA.

Prepared by:

BEATRIZ S. BELONIAS
Unit Head

Conforme:

CONNEL D. ANTIPASO
Educ. Prog. Spec. II