

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

(January – June 2018)

Name of Administrative Staff: **Rhea Jenny A. Ogalesco**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.241
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.75	30%	1.43 (1.413)
TOTAL NUMERICAL RATING			4.67 w (4.654)

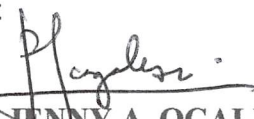
TOTAL NUMERICAL RATING: 4.67 w

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.67 w

ADJECTIVAL RATING: _____

Prepared by:


RHEA JENNY A. OGALESCO
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Department/Office Head

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

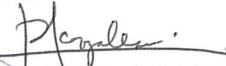
Approved:


BEATRIZ S. BELONIAS
VP for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RHEA JENNY A. OGALESCO**, of the **OFFICE OF THE GRADUATE SCHOOL** 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, 2018.


RHEA JENNY A. OGALESCO
 Ratee

Approved: 
ANABELLA B. TULIN
 Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Ave	
UMFO 1. Advance Education Services										
ODGS MFO 1. Graduate Degree Program Management Services										
	PI 1. No. of Graduate School publications released/published and distributed	1.	Produced & published the GradNewsLine Vol. 5, No. 2 (July-Dec 2017 issue)	100 copies	150	5	4	5	4.67	
		2.	Produced & published the Graduate School Information Bulletin 2018 Issue	50 copies	100	5	4	4	4.33	
		3.	Conceptualized and laid-out the Formatting and Style of Graduate Theses and Dissertations Manual 2017	1 issue	1	5	4	4	4.33	Needs revision.
	PI2. Number of news articles prepared and submitted on-time	1.	Written and submitted news articles related to OGS activities, programs, graduate staff and students for Facebook posting and GradNewsLine Vol. 6, No.1 (Jan-June 2018 issue)	10 articles	20	5	5	4	4.67	
	PI3. Number of articles gathered and facilitated for the Science & Humanities Journal 2017	1.	Coordinated with the S&H Journal Editor-in-Chief and members editorial board and gather possible articles for inclusion in the 2017 issue and submit to the identified reviewers for review	10 articles	10	4	5	3	4	
	PI4. Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for GS purposes	1.	Conceptualized, laid-out and produce certificates, tarpaulins, programs, and other IEC materials	50	100	5	5	5	5	

UMFO 4. Extension Services									
	PI1. Number of extension activities assisted/conducted	1. Facilitated and documented meetings and other activities by the Graduate School	3	5	5	5	5	5	
UMFO 6. General Administration and Support Services (GASS)									
ODGS MFO 1. Administrative and Facilitative Services									
	PI1. Number of times assisted/facilitated Graduate Students and Staff	1. Assisted during the enrollment of graduate students	20	20	5	4	5	4.67	
		2. Facilitated prospective students and graduate students queries and requests for GS forms and etc.	20	50	4	5	5	4.67	
		3. Assisted other Graduate School staff with their word processing and computer/technical problems	20	50	5	5	5	5	
	PI2. Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	1. Responded to queries and provide necessary/requested information and documents to students, faculty and other clients	50	80	5	4	5	4.67	
	PI3. Number of announcements and updates posted in Graduate School Facebook page	1. Posted important announcement and reminders 2. Managed the Graduate School FB Page	30	47	5	4	4	4.33	
	PI4. Number of OGS Communication drafted and circulated on time	1. Prepared office communication to be signed by the Dean of Graduate School	10	15	5	4	5	4.67	
	PI5. Number of graduate manuscripts edited in accordance to BOR no. 40, ser. 2014	1. Reviewed and edited the format and style of graduate manuscripts	50	85	4	5	5	4.67	
Other tasked performed as requested	PI7. Number of requests from other units and/or university requests acted on-time	1. Served upon request as facilitator on students' evaluation for the VSU faculties per OVPI's request	Upon request	1	4	4	4	4.00	
ODGS MFO 2. Frontline Services									
	PI 1. Efficient and customer friendly frontline service	1. Served clients with courtesy and friendly service	Zero percent complaint from client served	0	5	5	5	5.00	
Total Over-all Rating								74.00	

Average Rating (Total Over-all rating divided by 16)		74/16
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.63
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Continue making constant follow-up to the reviewers and authors of the S&H Journal.

Evaluated and Rated by:


ANABELLA B. TOLIN, PhD
Dean, Graduate School

Date: _____

Recommending Approval:


ANABELLA B. TOLIN, Ph.D
Dean, Graduate School

Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D
Vice President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Rhea Jenny A. Ogalesco

Position: Education Research Assistant I

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		57/12 = 4.75				
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					80 / 17
Average Score					9.71

Overall recommendation : _____


ANABELLA B. TULIN
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA JENNY A. OGALESCO
Performance Rating: 4.65

Aim: Hasten the publication of the Science and Humanities Journal 2017 issue

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: May 2018

First Step:

Gather and identify articles subject for selection by the editorial board members

Result:

A total of 10 articles were selected. However, only 5 were accepted for review and publication in the S&H Journal 2017 issue.

Date: May 2018 Target Date: June 2018

Next Step:

Constant follow-up from the reviewers and authors through personal communication, email and IP messenger.

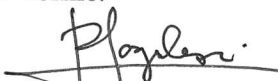
Outcome:

All articles for inclusion in the S&H Journal were already forwarded to reviewers and are now simultaneously reviewed and revised.


Final Step/Recommendation:

Continuous follow-up and monitoring on the status of each article.

Conforme:


RHEA JENNY A. OGALESCO
Name of Ratee Faculty/Staff

Prepared by:


ANABELLA B. TULIN
Unit Head