



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ROLANDO I. ORACION**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.29
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING:	<u>4.76</u>
Add: Additional Approved Points, if any:	<u>-</u>
TOTAL NUMERICAL RATING:	<u>4.76</u>
FINAL NUMERICAL RATING	<u>4.76</u>
ADJECTIVAL RATING:	<u>OUTSTANDING</u>

Prepared by:

ROLANDO I. ORACION

Name of Staff

Reviewed by:

SUZETTE B. LINA

Department/Office Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



Visayas State University
College of Agriculture and Food Science (CAFS)

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ROLANDO I. ORACION**, Adm. Aide I, 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 - June 2024.


ROLANDO I. ORACION

Ratee


SUZETTE B. LINA

Dean
 Date: 7-24-24

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
Higher Education Services	Best Practices/New Initiatives								
	Number of COE, CHED-NAFES, AACCUP and ISO 9001:2015 documents maintained	Assists in maintaining documents re COE, CHED-NAFES, AACCUP and ISO 9001:2015	-	-	0.00	0.00	0.00	0.00	
Support to Operations	PI 5. Number of in-house seminars/trainings/workshops/reviews assisted	Assists in preparing seminars/trainings/workshops (venue and materials needed)	-	3	5.00	5.00	5.00	5.00	
	PI 6. Number of trainings/workshops/seminars attended (Webinar)	Attends trainings/workshops/seminars (Webinar)	1	2	5.00	5.00	5.00	5.00	

Administrative Support Services	PI 2. Number of notices of meetings facilitated	Facilitates in the distribution of notices for the meetings with the College and Department dDRCs (Face to face/Virtual) and also EXECOM Meetings	3	2	5.00	5.00	5.00	5.00	
	PI 3. Number of documents processed	Process administrative and financial matter of the college. And assisted in facilitating the signing documents to the Dean	300	290	5.00	5.00	5.00	5.00	
	PI 4. Number of PPMP, PRs, vouchers, etc. processed	Process College and DOST-ASTHRDP-NSC PPMP, PRs, Financial documents	2	7	5.00	5.00	4.00	4.67	
	PI 5. Number of AACCUP/ISO matters assisted and prepared	Assists in the preparation of documents related to AACCUP/ISO matters	2	3	5.00	5.00	5.00	5.00	
	PI 6. Number of OPCR and IPCR facilitated and submitted	Facilitates and submits OPCR of the College and IPCR of the Dean and administrative staff under the office of the dean	2	4	5.00	5.00	5.00	5.00	
	PI 7. Number of Annual Reports submitted to concerned offices	Submits College Annual Reports to concerned offices	1	1	5.00	5.00	5.00	5.00	
	PI 8. Number of accomplished/approved Student Forms processed	Process accomplished/approved student forms	5	20	5.00	5.00	5.00	5.00	
	PI 9. Efficient and customer-friendly frontline service	Served clients with courtesy; immediate response to client needs and inquiries	Minor complaint from clients	No complaint	5.00	5.00	5.00	5.00	
	PI 10. Additional Outputs								

Total Over-all Rating					50.00	50.00	49.00	49.67	
Average Rating					0.00	0.00	0.00	4.97	
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.97
Additional Points:	0.00
Punctuality	0.00
Approved Additional points (with copy of approval)	4.97
FINAL RATING	4.97
ADJECTIVAL RATING	OUTSTANDING

COMMENTS AND RECOMMENDATIONS

FOR DEVELOPMENT PURPOSES

Maintain the efficiency and effectiveness of the services/tasks assigned.

Evaluated & Rated by:



SUZETTE B. LINA

College Dean

Date: 7-24-24

Recommending Approval:



SUZETTE B. LINA

College Dean

Date: 7-24-24

Approved by:



ROTACIO S. GRAVOSO

VP for Acad. Affairs

Date: 8-01-24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: CAFS Dean's Office

Head of Office: Dr. Suzette B. Lina

Number of Personnel: ROLANDO I. ORACION

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	CAFS staff	Minutes of meeting	Notice of Meeting	DTR, Biometrics random checking	Regular Meeting
Staff Meeting					
Office attendance					
Attendance to university & college activities/programs/seminars/workshops		Staff Meeting	University/CAFS Memos	Attendance and Certificates	Jan – June 2024
Compliance of University Memos			University Memos	Compliance report	
Leaves (SL, VL, SLP, CDO, etc.)				Application for leave forms;	As the need arises
Follow-up documents and other assigned tasks				Scheduled	
Coaching	CAFS Staff				Once a month

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

Conducted by:



SUZETTE B. LINA

Immediate Supervisor

Noted by:



ROTACIO S. GRAVOSO

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLANDO I. ORACION
Performance Rating: OUTSTANDING

Aim: To improve his performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: July - December 2024

First Step: Attended seminars, trainings and workshops related to his functions, that are facilitated by ODAHRD, VSU and outside VSU.

Result: He is efficient and dependable in the performance of his duties and responsibilities in the office. He has also contributed greatly to the achievements of our college.

Date: January 2025 Target Date: January – June 2025

Next Step: Apply new knowledge in performing job.

Outcome: Improved efficiency of work.


Final Step/Recommendation:

Recommended for promotion.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


ROLANDO I. ORACION
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: **ROLANDO I. ORACION** Position: **Administrative Aide 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
Score	Total				
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	58				
Average Score	4.83				
Overall recommendation:					



SUZETTE B. LINA
Immediate Supervisor