



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Carlito O. Suganob

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33 <i>a</i>	30%	1.30 <i>a</i>
TOTAL NUMERICAL RATING			4.43 <i>a</i>

TOTAL NUMERICAL RATING: 4.43

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.43

ADJECTIVAL RATING: VS

Prepared by:

CARLITO O. SUGANOB

Name of Staff

Reviewed by:

ZYRA MAY H. CENTINO

Department/Office Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs





Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Carlito O. Suganob**, of the Department of Economics, **College of Management and Economics** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2024 to June 30, 2024**

CARLITO O. SUGANOB

Administrative Aide VI

Date: July 12, 2024

ZYRA MAY H. CENTINO
Head, DOE
Date: July 12, 2024

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Description of MFO's/PAPs	Success Indicators	Tasks Assigned	Actual		Rating				Remarks
			Target	Accomplishment	Quality	Efficiency	Timeliness	Average	
Support to Operations									
	PI.1 Percentage of forms prepared/facilitated and encoded								
	<i>Projected/Tentative Workload</i>	Prepares and assigned tentative workload of all DOE faculty	90%	100%	5	5	5	5.00	
	<i>Actual teaching load</i>	Prepares/encodes and submitted actual teaching load of DOE faculty to Registrar's Office	90%	100%	5	4	4	4.33	
	<i>Individual Faculty Workload</i>	Prepares/encodes and submitted individual faculty workload of DOE faculty to OVPAA	90%	100%	5	5	5	5.00	
	PI.2 Percentage of Instructional Materials prepare and facilitated	Printed obedized syllabus	90%	90%	4	4	4	4.00	
	PI.3 Percentage of government forms prepared and encoded and submitted	PPMP, DTR, Annual Reports, Payroll JOs, and other Standard Government forms	90%	90%	4	4	4	4.00	
	PI 4. Percentage of communications prepared and encoded	Letter of requests, certifications, justifications	90%	100%	5	5	5	5.00	


	PI 5. Prepares faculty and staff monitored IPCR	Facilitates faculty/staff IPCR	90%	90%	4	4	4	4.00	
	PI.6. Prepares schedule for the 2nd Semester SY 2023-2024	Prepares faculty schedule for the 2nd semester SY 2023-2024	90%	90%	4	4	4	4.00	
	PI 7. Number of faculty/ staff monitored re leave of absence	Monitor/prepares leave of faculty/staff	5	10	5	5	5	5.00	
	PI 8. Number of purchases (equipment, supplies and materials) of the dept facilitated and prepared and monitored	Facilitates/Prepares list of supplies /equipment purchased	6	6	5	4	4	4.33	
	PI 9. Percentage of Report Student Completion Grades recorded	Records of students completion grades in the grade sheets	90%	100%	5	5	4	4.67	
	PI 10. Number of DOE documents consolidated/files:	Consolidate of DOE ISO documents/files	200 documents	230	5	5	5	5.00	
	PI.12 Number of Incoming memo's, letters recorded	Recording of incoming ISO memo's, letters	200 documents	220	5	5	5	5.00	
	PI.13 Number of department meetings & university activities	Attended and served snacks during dept meetings & univ activities	6	7	5	5	5	5.00	
	PI 14. Percentage of students assisted	Receives/Releases student grades	90%	90%	4	4	4	4.00	
		Facilitates submission of student's grades & INC	90%	100%	5	5	4	4.67	
		inquiry regarding class schedules/instructors	90%	90%	4	4	4	4.00	
	PI.17. Additional Outputs								
	Conducted inventory of office supplies & prepare stock cards	Conducted inventory of office supplies & prepare stockcards	once a year	once a year	4	4	4	4.00	

General Administration and Support services (GASS)									
Efficient and customer friendly frontline service									
	Pl.1 Number of efficient and customer friendly services rendered	Entertain students/ visitors/ clients with zero percent complaint served	1% complaint	zero complaint	4	4	4	4.00	
Total Over-all Rating								85.00	
Average Rating								4.47	
Adjectival Rating								VS	


Comments & Recommendation for Development Purpose:

Attend seminars/trainings for admin, staff and more on prioritization of assigned task.

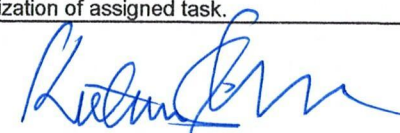
Evaluated and Review:


 ZYRA MAY H. CENTINO
 Head, DOE
 Date: July 14, 2014

Recommending Approval:


 LILIAN B. NUÑEZ
 Dean, CME
 Date: July 14, 2014

Approved:


 ROTACIO D. GRAVOSO
 Vice President for Academic Affairs
 Date: July 15, 2014

1 - Quality 2 - Efficiency 3 - Tmeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL
January-June 2024

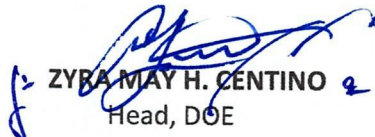
Name of Office : Department of Economics
Head of Office : Ms. Zyra May H. Centino
Number of Personnel : 9 Regular Faculty, 2 Admin Staff, 4 Affiliate Faculty, 1 GTA

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department.		Attendance to activities Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/c ollege memo/no tice of meeting	Attendance certificate	Jan-June 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Jan. & June 2024
Coaching & Mentoring					
Discuss ways to improve classroom management, teaching methods, IMs and syllabus		Teaching performance evaluation results especially the			All faculty members were given a copy of their TPES regarding the

preparation and evaluation reports of staff		negative feedbacks from students were discussed with the concerned faulty			students evaluation (Jan- June 2024)
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ZYRA MAY H. CENTINO
Head, DOE

Noted by:


LILIAN B. NUÑEZ
Dean, CME

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JAN-JUNE 2024							
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JAN-JUNE 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133,AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
	Spent Hours For Students Consultations (face to face)	ALL FACULTY	JAN-JUNE 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

		ZYRA MAY H. CENTINO	JAN-JUNE 2024							Head, Academic Advisers
	Gives Assignments, Quizzes, Exams, Etc.	All Faculty	JAN-JUNE 2024	Gives quizzes and long exams as agreed in the class			Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All Faculty	JAN-JUNE 2024				Midterm Grades		Final Grades	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133,AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
	Prepares power point lecture materials	All Faculty	JAN-2024- JUNE 2024							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147,

										NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133,AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
		Moises Neil V. Serino	Jan. 2023 - Dec. 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia						Ongoing
			Jan. 2023- Dec. 2024	Impact Assessment of Coastal Resource Management in Southern Camotes Sea and Selected Municipalities of Leyte						Ongoing
			Jan. 2023- Mar 2024	Impact Assessment of the Phil LiDAR Program						Ongoing
			Jan. 2022- June 2024	Establish the Regional Agribusiness Hub for the Pre-Commercialization of Technologies through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in Region 8.						Ongoing
			Jan. 2022- June 2024	RAISE Region 8						Ongoing
			Jan. 2023 - Dec. 2024	Inclusive Value Chain						Ongoing
		Karl John A. Galvez	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette						Completed
		Ian Dave B. Custodio	JAN. 2024- DEC. 2024	Strengthening Local Governance and SUC'S Extension Services Through BIDANI Strategy						Ongoing
			JAN. 2024- DEC. 2024	Coalescing Organizations for Locally-Led Actions to Boost Development (COLLABDEV) for Inopacan Development						Ongoing
		LSPreciados	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette						Completed
			JAN. 2024- DEC. 2024	Agribusiness-led Development for Small Holder Vegetable Farming Systems in Southern Philippines						On going
		Jedan A. Cavero	JAN. 2024- JUNE 2024	Regional Agri-Aqua Technology Business Incubator of ViCARP						Completed
			JAN. 2024-	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected						Completed

			JUNE 2024	by Typhoon Oddette					
		<i>Israel C. Embayarte</i>	JAN. 2024-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
		<i>Babylun C. Lambert</i>	JULY 2023-JUNE 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia					On going
		<i>Zyra May H. Centino</i>	JAN-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
	Makes appointments	<i>ZYRA MAY H. CENTINO</i>	JAN-JUNE 2023	all research projects					As Department Head
	Submits research progress reports	<i>MNVSERINO</i>	JAN-DEC. 2024						as project leader
		<i>IAN DAVE B. CUSTODIO</i>	JAN-Dec. 2024						As project/ study leader
		<i>KJAGALVEZ</i>	JAN-JUNE 2024						as study leader
		<i>LSPRECIADOS</i>	JAN-JUNE 2024						As study leader
		<i>Jedan A. Cavero</i>	JAN-JUNE 2024						As study leader
		<i>Michelle Aubrey D. Cabase</i>	JAN-JUNE 2024						As study leader
		<i>Zyra May H. Centino</i>	JAN-JUNE 2024						As study leader
		<i>Israel C. Embayarte</i>	JAN-JUNE 2024						As study leader
		<i>Babylun C. Lambert</i>	JAN-JUNE 2024						As study leader
	ATTENDS training, SEMINAR and workshops	<i>ALL FACULTY</i>	JAN-JUNE 2024						As resource persons, participant, and Poster presenter

MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	ZYRA MAY H. CENTINO	JAN-JUNE 2024	As Department Head	as Department Head	As Department Head	As Department Head	As Department Head	As Department Head	
		LEMUEL S. PRECIADOS, ERNESTO F. BULAYOG, ZYRA MAY H. CENTINO	JAN-JUNE 2024	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	
	Attends meetings.	All Faculty	JAN-JUNE 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	JACAVERO	JAN-JUNE 2024							As Department Secretary
	Reviews communications, letters, requests and appointments	ZMHCENTINO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Releases students forms, certifications, permits and other communications.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledge	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports,

	ment letters and other communications.									Vouchers, Purchase Requests/PPMP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments
	Clean offices and surroundings	ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	

Prepared by:


 ZYRHA MAY H. CENTINO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carlito B. SukanobPerformance Rating: Very SatisfactoryAim: Timely and quality delivery of administrative and support services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2024Target Date: June 2024

First Step:

Monitor the documents filed in accordance with ISO standards.

Result:

The documents were filed and labeled properlyDate: April 2024Target Date: June 2024

Next Step:

One-on-one meeting with Mr. Sukanob.

Outcome:

His performance specific to document preparation has improved.

Final Step/Recommendation:

Required Mr. Sukanob to organize the filing system for easy and efficient retrieval of documents.

Prepared by:


ZYRA MAY H. CENTINO
Unit Head

Conforme:


CARLITO O. SUGANOB
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Carlito O. Suganob Position: Admin. Aide VI

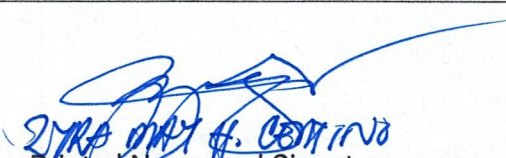
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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						
Average Score		4.33				
Overall recommendation:						


Printed Name and Signature
 Immediate Supervisor