

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JANUARY – JUNE 2016**

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	0.70	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	0.30	1.50
TOTAL NUMERICAL RATING			4.92

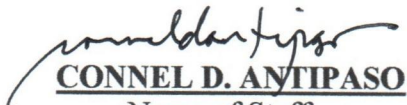
TOTAL NUMERICAL RATING: 4.92
 Add: Additional Approved Points, if any: 0.5
 TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:



CONNEL D. ANTIPASO
 Name of Staff


BEATRIZ S. BELONIAS
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT


Approved:


EDGARDO E. TULIN
 President

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **CONNEL D. ANTIPASO**, Admin. Officer II, 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 2016.


BEATRIZ S. BELONIAS
Vice President for Instruction


CONNEL D. ANTIPASO
Admin Officer II

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
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	46	46	3	4	5	4.00		
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	50	82	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	30	5	5	5	5.00		
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members	NA							
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects	45	62	5	5	5	5.00		
		Computed fees for the offering of unscheduled subjects	45	62	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	2	3	5	5	5	5.00		
		Prepared medals for the corresponding latin honors given during Commencement Exercises	50	200	5	5	5	5.00		

		Scouted and sent out communications to possible donors for medals of special awards to graduating students with latin honors	15	25	5	5	5	5.00	
		Prepared/Served snacks during Honors & Awards Committee meetings	15	15	3	5	5	4.33	
		Percentage of facilitative work for the 63 rd Commencement Exercises	80%	99%	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examination	Sent out invitations to placers of PRC licensure examination for recognition during the Commencement Exercises	1	5	5	5	5	5.00	
		Prepared medals for placers of PRC licensure examination given during Commencement Exercises	1	5	5	5	5	5.00	
		Scouted and sent out communications to possible donors for medals and cash incentives for placers of PRC licensure examination given during Commencement Exercises	1	3	3	5	5	4.33	
OVPI MFO 2. Student Management Services									
	PI 5: Number of undergraduate students awarded with honors/distinction	Facilitated certificates of recognition for signature of the Vice President for Instruction	225	703	5	5	5	5.00	
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Attended requests of faculty pursuing advanced degree program	20	82	5	5	5	5.00	
	PI 2: Number of faculty availing of CHED scholarships	Attended requests of faculty pursuing advanced degree program		77	5	5	5	5.00	
	PI 3: Number of faculty sent for trainings, seminars, conferences	Attended requests of faculty pursuing advanced degree program	20	58	5	4	4	4.33	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Facilitated teaching demo of departments recruiting/hiring faculty	18	27	5	5	5	5.00	
		Scheduled meetings of Academic Personnel Board to deliberate hiring/recruitment of applicants	5	10	5	5	5	5.00	
		Facilitated request of APB re lacking documents of the faculty to be hired/recruited and other needs of the Board	20	41	5	5	5	5.00	
		Prepared/Served snacks during APB meetings	14	70	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 4. Admission & Registration Services									
	PI 2: Number 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	2	2	5	5	5	5.00	
		Attended requests of students related to admission/enrolment	5	13	5	5	5	5.00	

OVPI MFO 6. Library Services									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Scheduled meetings and sent out notices of meetings of the University Library Committee	1	1	5	5	5	5.00	
		Sent out notice of meetings to Committee members	11	11	5	5	5	5.00	
		Prepared/Served snacks during Library Committee meetings	11	11	5	5	5	5.00	
OVPI MFO 8. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		NA	NA					
	PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards	Developed program of activities for the trainings/seminars/workshops conducted for the entire university	5	5	5	5	5	5.00	
		Developed and produced certificates of appreciation in support to the different activities of the university	20	355	5	5	5	5.00	
UMFO 6. General Administration and Support Services (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	28	60	5	4	4	4.33	
	PI 2: Number of university committees/ boards/council chaired & coordinated	Assisted/Facilitated the different committees of the university	4	4	5	5	5	5.00	
	PI 7: Percentage of newly hired faculty oriented with university policies and procedures	Developed program of activities for the orientation of newly hired faculty	1	1	5	5	5	5.00	
		Reproduced program of activities for the participants of the orientation	20	80	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	no complaint	5	5	5	5.00	
	Best practices/new initiatives	Crafted a mechanism to facilitate the speedy and effortless signing of 82 CHED scholars contract by the VPI		1	5	5	5	5.00	
Total Over-all Rating					164	167	168	166	
Average Rating					4.82	4.91	4.94	4.89	
Adjectival Rating					Outstanding				

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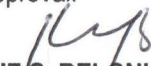
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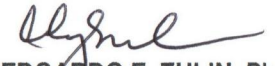
Recommending Approval:

Approved:


MERIAM DELA TORRE


REMBERTO A. PATINDOL, Ph.D.


BEATRIZ S. BELONIAS, Ph.D.


EDGARDO E. TULIN, Ph.D.

PRPEO

Chairman, PMT

Vice Pres. for Instruction

President 

Date: _____

Date: _____

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016


Name of Staff: CONNEL D. ANTIPASO Position: Admin Officer II

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.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8.	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
9.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
11.	Willing to be trained and developed	5	4	3	2	1
Total Score		55.0				
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		5.0				

Overall recommendation :


BEATRIZ S. BELONIAS
 Name of Head