

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

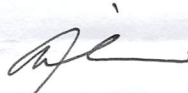
Name of Administrative Staff : VIVIAN V. BALBARINO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.94

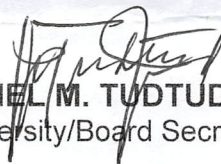
TOTAL NUMERICAL RATING : 4.94
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.94

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:



DANIEL M. TUDTUD, JR.
University/Board Secretary

Approved:

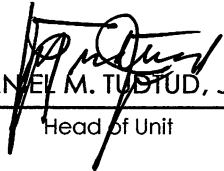

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIVIAN V. BALBARINO, staff of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.


VIVIAN V. BALBARINO
Ratee

Approved:


DANIEL M. TUSTUD, JR.
Head of Unit

Personnel	Designation	Number
Head	University/Board Secretary	1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
Total		3

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

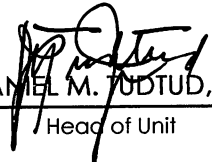
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	Zero percent complaint from client served		0%	0%	5	NA	NA	5	
Meetings Organized and Facilitated	Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council	Facilitating University and Board meetings	4 meetings	11	5	5	5	5	
Documents Prepared attendant to Meetings: * Proposals for action	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Preparing agenda (draft) and listing of all items/documents for discussion during BOR/UADCO/UAC meetings	100 items	192	5	5	5	5	
* Minutes of meetings	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Photocopying/Riso printing Minutes of meetings	2,500 pages/copies	2,826	5	4	5	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Photocopying/Riso printing of materials for distribution to all BOR/UADCO/UAC members	5,000 pages/copies	5,430	5	4	5	4.67	
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes - Board of Regents - University Administrative Council - University Academic Council	Transcribing Minutes of Meetings	200 pages	250	5	5	5	5	
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of meeting	Releasing of approved BOR materials with BOR resolutions	500 copies/pages prepared & released	780	5	5	5	5.00	
Performance of Other Functions Assigned by the President and the Board of Regents	In support of the Office of the President (Preparation of documents needed for the CHED Institutional Sustainability Assessment (ISA))	Preparing documents needed for the ISA	25 pages	32	5	5	5	5.00	
Total Over-all Rating					40	33	35	39.33	

Average Rating (Total Over-all rating divided by 8)	4.92
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.92
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Attendance in mgt. related trainings is highly recommended for highest productivity, efficiency and effectiveness.

Evaluated & Rated by:


 DANIEL M. TUDTUD, JR.
 Head of Unit

Date: _____

Approved by:


 EDGARDO E. TULIN
 President

Date: _____

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY to DECEMBER 2018

Name of Staff: VIVIAN V. BALBARINO Position: ADMIN. OFFICER III

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	60				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	60				
Average Score	5				

Overall recommendation : _____



DANIEL M. TUDTUD, JR.
University/Board Secretary

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office : OFFICE OF THE UNIVERSITY SECRETARY

Head of Office : PROF. DANIEL M. TUDTUD, JR.

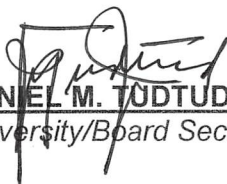
Name of Personnel : VIVIAN V. BALBARINO

Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	Discussions regarding the need to quickly transcribe recordings of meetings were done so that the final Minutes of the Meetings can be circulated to members and so that decisions on problems can be made to quickly answer the needs of the Units/Office of the University.	It was agreed that the number of UADCO and UAC meetings be made regular and more frequently so that items that require BOR action can be made and all other matters are included in the Agenda for BOR action.
Coaching	Better communication with the office of the President was made so that the President’s schedule will include the holding of a monthly UADCO to be able to quickly address needs and solve problems as well as touch base with University constituents.	

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

Conducted by:

Noted by:


DANIEL M. TUDTUD, JR.
University/Board Secretary


EDGARDO E. TULIN
President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : VIVIAN V. BALBARINO
Performance Rating : _____

Aim: To improve performance before, during, and after meetings of the
Board of Regents

Proposed Interventions to Improve Performance:

Date: 06 August 2018 Target Date: 28 September 2018

First Step : Disseminate information regarding schedule of meeting of the UADCO, UAC,
BOR Finance Committee, and BOR Quarterly meetings and ensure that all
materials submitted to the office from different units and offices of the
University to be included in the Agenda Folders have been approved by the
University Administrative Council and/or the University Academic Council.

Result : All items included in the Agenda folders of the BOR Finance Committee and
the BOR Quarterly/Special Meetings have been thoroughly vetted by lower.
bodies of the University.

Date: 01 October 2018 Target Date: 05 November 2018

Next Step : Transcription of data from the meetings made available soonest so that
actual Minutes of Meetings can be produced.

Outcome : Important decisions of the UADCO, UAC, the BOR Finance Committee and
the Governing Board were immediately reproduced and transmitted to the
concerned offices for information and/or implementation


Final Step/Recommendation:

Ms. Balbarino should be sent to management-related trainings especially
those that are related to the following management functions: Planning,
Coordinating, Communicating, Strategic Thinking, and Overall Management
Control.

Prepared by:


DANIEL M. TUOTUD, JR.
University/Board Secretary

Conforme:


VIVIAN V. BALBARINO
Admin. Officer III