



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.967	70%	3.478
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.978</b>

TOTAL NUMERICAL RATING: 4.978

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING \_\_\_\_\_

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**CONNEL D. ANTIPASO**  
Name of Staff

Reviewed by:

NA  
Department/Office Head

Recommending Approval:

NA  
Dean/Director


Approved:

**BEATRIZ S. BELONIAS**  
Vice President


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Academic Affairs** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2022.

  
**CONNEL D. ANTIPASO**  
Education Program Specialist II

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

MFOs/ PAPs	Success Indicators	Tasks Assigned	Targ et	Actual Accom- plishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	28	28	4	5	5	4.67	
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	20	27	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	NA					Schedule of gradn is in Aug. 2022
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members & endorsement to CHEDRO8/BOR	1	5	5	5	5	5.00	PhD FST, MSPB, MSAE, Adoption: BSEd, BSIT



	PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of COPC	2	3	5	5	5	5.00	MS Forestry, MS Soil Science, MS Trop Ecol
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	10	11	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;	1	1	4	5	5	4.67	
	PI 6: Percentage passing of students in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;	45%	99%	5	5	5	5.00	
	PI 4: Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected and summarized graduate tracer data needed for PMT perusal for submission to DBM and SUC PBB	45%	75%	5	5	5	5.00	
<b>UMFO 5. Support to Operations (STO)</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	10	15	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	10	15	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs	Facilitated documents submitted by returning/graduated scholars	3	6	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	15	18	5	5	5	5.00	
	PI 3 Number of faculty granted with internal fellowship grants		5	10	5	5	5	5.00	
	PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings/seminars/conferences/workshops	30	50	5	5	5	5.00	
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of hiring faculty	10	35	5	5	5	5.00	
<b>OVPI MFO 3. Faculty Evaluation Services</b>									

<b>OVPI MFO 7. Distance Education Services</b>										
	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled and facilitated meetings of offices involved in enrolment process to plan out for smooth enrolment procedures in preparation for Limited F2F Classes	1	2	5	5	5	5.00		
<b>OVPI MFO 8. Program and Institutional Accreditation Services</b>										
	PI 1: Number of degree program specializations which passed AACUP accreditation/evaluation of at least Level 1	Facilitated requests of the different colleges, departments, faculty and staff	NA							Office is not under OVPA anymore
	PI 2: Number of degree programs issued with COPC	Coordinated with CHEDRO8 re documents needed; facilitates request of the different departments offering degree programs	3	5	5	5	5	5.00		BAELS, BEED, BSED, BCAED, BECED, BSEcon
	PI 3: Percentage of completion of documents compliant to ISO evaluation	Facilitated document (Class Roster of faculty) needed for Class Observation by TUV for ISO Surveillance Audit	75%	95%	5	5	5	5.00		
<b>UMFO 6. GASS</b>										
<b>OVPI MFO 1. Administrative and Facilitative Services</b>										
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	30	45	5	5	5	5.00		
		Computed overload pay for 2 <sup>nd</sup> Sem, 2020-2021 of 89 faculty out of 306 computed	50	89	5	5	5	5.00		
	PI 2: Number of management meetings conducted	Participated in the university committees for appropriate action such as NAPB, LSUADPA BOD, QS, Academic & Admin Awards, OSH and other task force	3	5	5	5	5	5.00		
		Drafted citations for Service Awardees	20	40	5	5	5	5.00		
		Facilitated editing, finalization of camera-ready layout ready for production by the supplier for the 98 <sup>th</sup> Anniversary Convocation	30	64	5	5	5	5.00		
		Arranged plaques during the 98 <sup>th</sup> Anniversary Convocation ready for the distribution to the recipients	30	64	5	5	5	5.00		
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1380	1400	5	5	5	5.00		



		Encoded averaged workload and computed number of CDOs for faculty on vacation-sick leave status	50	364	5	5	5	5.00	
		Computed/Prepared work overload pay for teaching of qualified faculty members		306	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	5	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitors academic units to ensure customer-friendly front liners	10	10	4	5	5	4.67	
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
<b>Best practices/new initiatives</b>									
Total Over-all Rating								149.01	
Average Rating								4.967	
Average Rating (Total Over-all rating divided by 4)			4.967		Comments and Recommendations for Development Purpose:  <i>Keep up the good work</i>				
Additional Points:									
Approved Additional points (with copy of approval)			XX						
FINAL RATING			4.967						
ADJECTIVAL RATING									

Evaluated and Rated by:

*JSY*  
**BEATRIZ S. BELONIAS, Ph.D.**

Unit Head

Approved by:

*JSY*  
**BEATRIZ S. BELONIAS, Ph.D.**

Vice President for Academic Affairs

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: CONNEL D. ANTIPASO Position: EPS 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.	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 $5 \times 12 = 60 / 12 = 5.0$				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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					

Overall recommendation : \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO  
Performance Rating: \_\_\_\_\_

Aim: To efficiently assist the Vice President for Academic Affairs in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: January – June 2022

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: January 2022 Target Date: January – June 2022

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

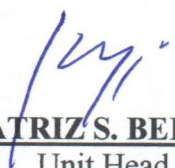
Outcome:

Improved delivery of services among clientele in the day to day transactions in the office.

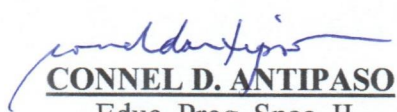
Final Step/Recommendation:

Participate in webinars/trainings to enhance the skills in the performance of functions needed in the delivery of services at OVPA.

Prepared by:

  
**BEATRIZ S. BELONIAS**  
Unit Head

Conforme:

  
**CONNEL D. ANTIPASO**  
Educ. Prog. Spec. II