

Annex P

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

January – June 2016

Name of Administrative Staff: **Wenifreda T. Oclinaria**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	4.92 x 70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.00	4.0 x 30%	1.20
<b>TOTAL NUMERICAL RATING</b>			<b>4.644</b>

TOTAL NUMERICAL RATING:

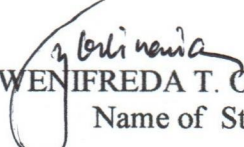
Add: Additional Approved Points, if any:

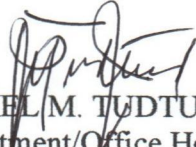
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:


Prepared by:

Reviewed by:


  
WENIFREDA T. OCLINARIA  
Name of Staff

  
DANIEL M. TUDTUD JR  
Department/Office Head

Recommending Approval:

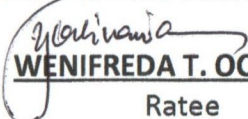
  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

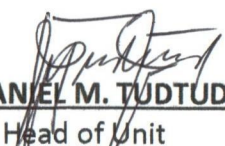
  
EDGARDO E. TULIN  
President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Wenifreda T. Oclinaria** of the OVPPRG EA 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 2016 to June 2016.

  
**WENIFREDA T. OCLINARIA**  
 Ratee

Approved:

  
**DANIEL M. TUDTUD JR.**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b><i>Efficient &amp; customer friendly frontline service</i></b>	Zero percent complaint from clients served	Serve clients with courtesy and in a friendly mood	0% complaint	0% complaint	5.0	5.0	5.0	5.0	
<b><i>Prompt and speedy action of administrative and financial documents processed</i></b>	100 % of documents main/VSU Manila Office received, processed, acted by the Vice President/ concerned signatories and released on time	Prepare/ receive/process administrative and financial documents both from main & VMO (reports/communications/staff/student clearances, purchase request, voucher, reimbursement, liquidation of cash advance, replenishment, trip ticket, appointment, RIS, PO, etc.	479	103.97% (498/479)	5.0	5.0	5.0	5.0	
Administrative Services	100% of required reports and other information materials/documents submitted to concerned offices/individuals	As administrative Officer							
		- Prepare accomplishment report of the office and other information materials for submission to concerned office/individual	1	3	5.0	5.0	5.0	5.0	
		- Prepare the OVPPRGEA OPCR for calibration by PMT	1	1	5.0	5.0	5.0	5.0	
		- Prepare information materials/ documents for institutional portfolio needed for university accreditation	1	2	4.5	4.5	4.5	4.5	

	<p>100% of Office Performance Commitment and Review (OPCR) calibrated/approved and submitted within specified time frame</p> <p><i>Trainings/Workshops/ Meetings attended/ facilitated/participated</i></p> <ul style="list-style-type: none"> <li>Number of meetings, workshops/trainings assisted /facilitated /participated Administrative staff training/ ; OVPPRGEA staff meetings, Project staff, meetings, Strategic Plan Consultation</li> </ul>	<p>Make constant follow-up in the submission of OPCR for calibration by PMT</p> <p>As Secretariat/committee chairman/member/training participant</p> <ul style="list-style-type: none"> <li>Prepare communications/notices</li> <li>Prepare reports during the training</li> <li>Consolidate output</li> <li>Conduct meetings &amp; submitted reports</li> </ul>	85	90	5.0	4.5	4.5	4.67	
			2	6	5.0	5.0	5.0	5.0	
External/International Affairs Services	<p>Number of international student mobility data report/ documents prepared for submission to Bureau of Immigration/CHED</p> <p>100% of international students/researchers/visitors assisted /facilitated in the processing for student visa 9(f) extension/special study permit/ACR I-Card/ Waiver of ACR I-Card /tourist visa</p>	<p>As Bureau of Immigration Accredited Representative of the University</p> <ul style="list-style-type: none"> <li>Prepare international students profile /documents and other requirements for submission</li> <li>Coordinate the Bureau of Immigration to facilitate processing of international students /researchers/visitors BI related documents for legal purposes as students/researchers/visitors.</li> </ul>	8	10	5.0	5.0	5.0	5.0	
			90	100	5.0	5.0	5.0	5.0	

	<p>extension/visa conversion / enrollment/ housing accommodation, etc</p> <p>Number of international student related information materials developed and approved for dissemination thru VSU web / hard copy and distributed on schedule</p> <p>100% of international student documents processed/ facilitated for approval by the Bureau of Immigration</p>	<p>- Prepare and develop IS related information materials for dissemination to attract students to enroll at VSU</p> <p>- Prepare complete set of required documents for submission and approval and constant follow-ups.</p>	<p>1</p> <p>90</p>	<p>1</p> <p>100</p>	<p>5.0</p> <p>5.0</p>	<p>5.0</p> <p>5.0</p>	<p>5.0</p> <p>5.0</p>	<p>5.0</p> <p>5.0</p>	
<b>Supervisory Services</b>	<p>Number of Income generating projects (Garden Beach Resort and Seafront Suites) staff supervised and monitored</p>	<p>As Manager of Income Generating Projects (Garden Beach Resort and Seafront Suites)</p>	<p>8</p>	<p>10</p>	<p>5.0</p>	<p>4.0</p>	<p>5.0</p>	<p>4.66</p>	
<b>Production Services</b>	<p>Number of income generation projects reports approved within the specified time</p> <p>- Monthly Report</p>	<p>Prepare and submit monthly and annual reports of income generating projects for review and evaluation (present accomplishment during the regular annual project review)</p>	<p>12</p>	<p>12</p>	<p>5.0</p>	<p>5.0</p>	<p>5.0</p>	<p>5.0</p>	
	<p>Number of income generating project brochure updated and approved for information dissemination and distributed on schedule</p>	<p>Prepare and update the project brochure; gathered data and relevant pictures for the brochure</p>	<p>1</p>	<p>1</p>	<p>5.0</p>	<p>5.0</p>	<p>5.0</p>	<p>5.0</p>	

<b>Income Generated from project managed</b>	Amount of income generated from projects in support to instruction, research and extension within six (6) months	Accept reservations/bookings for use of the project facilities; make daily remittance of project collection; make proposals for physical improvement of the project to attract customers; and make the use of project facilities even during after office hours, weekends ,and holidays	P 1,103,140.65	P1,225,711.84 (111.11%)	5.0	5.0	5.0	5.0	
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<b>Comments &amp; Recommendations for Development Purpose:</b>	<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>73.84/15</b>	<b>4.92</b>
	<b>Additional Points:</b>		
	<b>Punctuality</b>		
	<b>FINAL RATING</b>		<b>4.92</b>
	<b>ADJECTIVAL RATING</b>		<b>Very Satisfactory</b>

Received by:

  
Planning Office

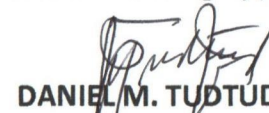
Date: \_\_\_\_\_

Calibrated by:

  
PMT


Date: \_\_\_\_\_

Recommending Approval:

  
**DANIEL M. TUDTUD JR**  
Vice President

Date: 19 Dec 2016

Approved by:

  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

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

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016

Name of Staff: WENIFREDA T. OCLINARIA

Position: Administrative Officer

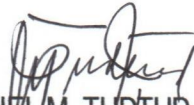
**Instruction to supervisor:** Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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>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	48 / 12				
Average Score	4.0				

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

  
 DANIEL M. TUDTUD JR  
 Name of Head