



Exhibit P

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

Name of Administrative Staff : ANTONIETA D. ISRAEL

Particulars  (1)	Numerical Rating  (2)	Percentage Weight 70%  (3)	Equivalent Numerical Rating  (2x3)
1. Numerical Rating per IPCR	4.95	x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		x 30%	
<b>TOTAL NUMERICAL RATING</b>			

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

ADD: Additional Approved Points, if any : \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_

ADJECTIVAL RATING : \_\_\_\_\_


Prepared by:

  
**ANTONIETA D. ISRAEL**  
Admin Aide III

Reviewed by:

  
**FRANCISCO G. GABUNADA, JR.**  
University/Board Secretary

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE UNIVERSITY/BOARD SECRETARY**

2/F Administration Building, Visca, Baybay City, Leyte 6521-A PHILIPPINES

Phone: +63 53 565-0600 Local 1001

Email: secretary@vsu.edu.ph

Website: www.vsu.edu.ph

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

I, ANTONIETA D. ISAREL, 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 January to June 2020.

**ANTONIETA D. ISRAEL**

*Ratee*

**FRANCISCO G. GABUNADA, JR.**

*Head of Unit*

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
<b>TOTAL</b>		<b>3</b>

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS</b>	<b>PI7</b> Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting	Facilitating Board of Regents Meetings	15 agenda folders	8 Agenda Folders	5	5	5	5.00	Meetings were held via Video Conference
	<b>PI16</b> Number of Agenda Folders Prepared for SC-PSR Meetings	Prepare agenda folder for SC-PSR Meetings	5 agenda folders	-	-	-	-	-	Not Implemnted due to Pandemic
<b>OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY</b>	<b>PI1</b> Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings	Facilitating University Administrative & Academic Council Meetings	2 meetings	4 Meetings	5	5	5	5.00	
	<b>PI4</b> Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the Scheduled Meeting		50 agenda folders	15 Agenda Folders	5	5	5	5.00	Meetings were held via Video Conference



MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OUS-MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Documents Received/Filed and Released	Recording/filing of documents received/released	75 documents	120 documents	5	5	5	5.00	
	PI2 Number of Office Forms Prepared (Vouchers/Trip tickets/Purchase Orders/Travel Orders, etc)	Prepare and process office forms	25 office forms	30 Office Forms	5	5	5	5.00	
	PI3 Percentage of Cash Advances Liquidated		100% Liquidated	100% Liquidated	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted		100% Submitted	100% Submitted	5	5	4	4.67	
TOTAL OVER-ALL RATING					35	35	34	34.67	

Average Rating (Total Over-all rating divided by 7)		<b>4.95</b>	<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Additional knowledge on provision of Secretariat support services.</i>
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
<b>FINAL RATING</b>		<b>4.95</b>	
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>	

Evaluated & Rated by:

**FRANCISCO G. GABUNADA, JR.**

*Head of Unit*

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

Approved by:

**EDGARDO E. TULIN**

*President*

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

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



Exhibit O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January 1, 2020 – June 30, 2020

Name of Staff : ANTONIETA D. ISRAEL Position : Admin. Aide 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 ( <i>both for subordinates and supervisors</i> )	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					
Average Score					

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

  
**FRANCISCO G. GABUNADA, JR.**  
 University/Board Secretary

## PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : OFFICE OF THE UNIVERSITY/BOARD SECRETARY

Head of Office : PROF. FRANCISCO G. GABUNADA, JR.

Name of Personnel : ANTONIETA D. ISRAEL

Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	Discussions regarding the need to come up with the required number of materials were done so that these can be efficiently reproduced to facilitate easy circulation to members in the different units/offices of the university.	It was agreed that the reproduction equipment in the offices be subjected to regular maintenance for high efficiency and that the office maintains sufficient stock of supplies and materials to eliminate delays.
Coaching	Regular upgrading of the office's facilities and equipment so that electronic tagging of all materials lodged with the office can be electronically encrypted for the safe and quick reproduction and recovery of all files.	

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

Conducted by:

Noted by:

**FRANCISCO G. GABUNADA, JR.**  
University/Board Secretary

**EDGARDO E. TULIN**  
President



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANTONIETA D. ISRAEL  
Performance Rating : \_\_\_\_\_

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

Proposed Interventions to Improve Performance:

Date: 02 March 2020 Target Date: 03 April 2020

First Step : Facilitate securing, reproducing, and sorting enough copies of materials  
intended for inclusion in UADCO, UAC, BOR Finance Committee and BOR  
Meetings and packaging these materials so that it can easily be disseminated  
To the Committee/BOR Members.

Result : The Committee/BOR Members received complete set of materials needed  
for the meeting.

Date: 04 May 2020 Target Date: 05 June 2020

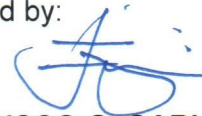
Next Step : Proper filing, sorting, recording, and electronic tagging of materials used and  
generated with emphasis on the Minutes of Meetings and Resolutions passed  
in each meeting.

Outcome : Documents were filed with some being electronically tagged and stored  
to facilitate faster retrieval and reproduction of these documents.

Final Step/Recommendation:

Ms. Israel should be sent to record keeping trainings as well as to advanced  
electronic storage and retrieval training to improve her efficiency and  
effectiveness in her function.

Prepared by:



**FRANCISCO G. GABUNADA, JR.**  
*University/Board Secretary*

Conforme:



**ANTONIETA D. ISRAEL**  
*Admin. Aide III*