

# OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

**RAUL T. BAGARINAO** 

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.87	70%	3.41
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.46
		TOTAL NUI	MERICAL RATING	4.87

TOTAL NUMERICAL RATING:

4.87

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:

4.87

FINAL NUMERICAL RATING

4.87

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

Name of Staff

SANTIAGO T. PEÑA, JR. Department/Office Head

Recommending Approval:

SANTIAGO T PEÑA, JR Executive Assistant

Approved:

EDGARDO E. TULIN

Vision: Mission:

#### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **RAUL T. BAGARINAO**, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with with the indicated measures for the period January-June 2020.

RAULT. BAGARINAO

Ratee

APPROVED

SANTIAGO T. PEÑA, JR.

Head of Office

UMFO	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Accomplish ment		R	ating		Remarks
No.	OF IMPO	WIF OS/FAFS	Success indicators	Unit/Persons Responsible	(Jan-Dec 2020)	Jan-June 2020	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6	. General Admir	nistration Support Servic	es								
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	No compliant	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	4.5	5	4.83	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Release outgoing OP, UADCo, UAC documents acted by the President or OIC	14,000	7,923	5	4.5	4.5	4.67	
			Effective and Efficient Public Relations Services								
			No. of photocopying/reproduction services	Perform photocopy services	8,000	4,000	5	5	5	5.00	A
			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	4.5	4.83	
1		Total Over-all Rating								24.33	

Average Rating (Total Over-all-rating divided by 5)	4.87
Addiional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Recommending Approval:

Date:

Evaluated and Rated:

SANTIAGO PEÑA, JR.

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

2- Efficiency

1- Quality

3-Timeliness

4-Average

Comments a	nd Recommend	lations for	
Developmen	t Purpose:		
152 X			

Approved by:

EDGARDO E. TULIN
President

Date:



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Poor

Name of Staff: RAUL T. BAGARINAO Position: Administrative Aide I

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.

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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.

The staff fails to meet job requirements

A. (	Commitment (both for subordinates and supervisors)		5	Scale	Э	
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	( <del>5</del> )	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	(	57				
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.	<b>(</b> 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 4 - 75			5				

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# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Santiago T. Peña, Jr.

Name of Faculty/Staff: Raul Bagarinao Signature: \_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

<b>Activity Monitoring</b>	Meeting			Others (Pls.	Remarks	
	One-on-One	Group	Memo	specify)		
Monitoring Discussion of job-related accomplishments, problems and plans	First     working     day of the     month as     needed				,	
Coaching Discuss ways to improve the execution of assigned tasks.	First     working     day of the     month as     needed					

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

Conducted by:

Verified by:

SANTIAGO T. PEÑA, JR. Immediate Supervisor

EDGARDO E. TULIN Next Higher Supervisor

cc:

ODAHRD PRPEO

## **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Raul T. Bagarinao Performance Rating:
Aim: Improve execution of messengerial, janitorial and other utility functions.
Proposed Interventions to Improve Performance:
Date: Target Date:
First Step: Visit OVPAF to interact, observe and learn best practices in the execution of
messengerial, janitorial and other utility functions.
Result: Identify, apply and evaluate best practices in the execution of messengerial, janitorial and other utility functions.
Date: Target Date:
Next Step: Visit offices of other universities/institutions to interact, observe and learn best
best practices in the execution of messengerial, janitorial and other utility functions.
Outcome: Identify, apply and evaluate messengerial, janitorial and other utility functions.
Final Step/Recommendation:
Consolidate and apply proven best practices in the execution of messengerial, janitorial and other utility functions.
Prepared by:  SANTIAGO T. PEÑA, JR.  Unit Head
Conforme:
RAUL TEAGARINAO Ratee

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