



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MANAPSAL, SHAIRA B.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING : 4.64
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.64
ADJECTIVAL RATING : Outstanding

Prepared by:


SHAIRA B. MANAPSAL
Agricultural Technician I

Reviewed by:


TEOFANES A. PATINDOL
Director

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Sept-Nov 2023

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHAIRA B. MANAPSAL, Agricultural Technician I, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period September to December 2023.


SHAIRA B. MANAPSAL

RATEE

DATE

1/25/2024

Approved:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/25/2024


DENNIS P. PEQUE

DEAN, CFES

DATE

2/13/24

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
MFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Prepares required documents and complies with all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
MFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Entertains clients and stakeholders and ensure that their concerns are acted upon on time	100% compliant	100% compliant	5	5	5	5	Courteously entertained clients, especially students, giving the utmost service to address their concerns immediately
			Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as may be assigned from time to time	1	1	4	4	4	4	As an administrative staff (Agri Tech I)
	PI 5. Attendance to monthly and emergency meetings	Number of monthly/ special faculty & staff meetings conducted/ attended*	Actively participates in the institute's monthly and emergency meeting	2	3	5	5	5	5	Also serves as the Secretariat of the Institute
	PI 6: Number of activities conducted/ organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	Number of activities conducted/organized, and/or actions performed	Attended activities as Alumni Communicator of the Institute	-	1	4	4	4	4	Attended the Orientation and Reorientation Meeting with VSU Alumni Communicators A Y 2023-2024
	PI 9. Number of documents prepared, reviewed, acted upon and processed:	Number of memoranda, notices, and communications prepared, reviewed, and acted	Prepared notice of meetings and other communications	2	5	5	5	5	5	As the Secretariat of the Institute
		Number of documents for travel of personnel prepared and acted	Prepared travel documents of personnel	-	5	4	4	4	4	

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		3-5 minutes retrieving of documents filed efficiently	Electronically files documents and performs regular backing-up; periodically checks hard copy files	Files, 1-5 minutes retrievable	1-3 mins. file retrieval	5	5	5	5	
	PI 12. Effectiveness in responding/relaying official calls/messages	Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages thru any format (phone calls, IP, e-mails, SMS, messenger etc.)	Answers, responds and relays messages through any format (phone calls, IP, e-mails, SMS, messenger etc.)	90%	100%	5	5	5	5	
	PI 15. Number of documents reproduced/photocopied in compliance to specific requirements	Number of documents reproduced/photocopied in compliance to specific requirements	Reproduced/photocopied documents in compliance to specific requirements	-	7	5	5	5	5	Submission of documents for AACUP Accreditation Revisit, and Minutes of Meetings
	PI 20: Other activities, and additional outputs	Attendance to various virtual and face-to-face meetings and other activities	Attends various virtual and face-to-face meetings/seminars/webinars, and other activities	-	2	4	4	4	4	1. Extension Training Workshop: Developing VSU Extension Proposal 2. Video Production Training
Total Overall Rating						4.58	4.58	4.58	4.58	

Average Rating (Total Over-all rating divided by 4)	18.33	4.58
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.58
ADJECTIVAL RATING		Outstanding VS

Comments & Recommendations for Development Purpose:

You are learning fast!

Evaluated & rated by:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

1/25/2024

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

2/17/24

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

FEB 13, 2024

DATE

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

“EXHIBIT I”

Performance Monitoring Form

NAME OF EMPLOYEE: SHAIRA B. MANAPSAL


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1.	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Impressive	Very Satisfactory	
2.	Prepares required documents and complies with all the requirements as prescribed in the accreditation tools for the program accreditations	Accredited curricular programs	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	
3.	Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as may be assigned from time to time	Smooth flow of the Institute's administrative functions	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	
4.	Actively participates in the institute's monthly and emergency meetings	Updated on the institute's activities, directed on the tasks, and, as the Institute Secretary, meetings are properly recorded	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	
5.	Attends activities as Alumni Communicator of the Institute	Institute alumni are regularly updated	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Impressive	Very Satisfactory	
6.	Electronically files documents and performs regular backing-up; periodically checks hard copy files	Back-up of e-files, assured	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	
7.	Answers, responds, and relays messages through any format (phone calls, IP, e-mails, SMS, messenger etc.)	Satisfied clients	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	
8.	Reproduced/photocopied documents in compliance with specific requirements	Requirements, complied	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Very Impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
9.	Provides customer-friendly frontline services to clients and stakeholders and ensures that their concerns are acted upon on time	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	Sept 11, 2023	Dec 31, 2023	Dec 31, 2023	Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


TEOFANES A. PATINDOL
 Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF FACULTY	SHAIRA B. MANAPSAL

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				Logbook; DTR	September to November
Attendance to university activities/programs/seminars/ workshops			University memos & invitation sent via VSU email	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms	September to November
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Ensures that all QMS core processes were met and timely submissions of required documents (OPCR, IPCR, etc) were done	Staff Consultation				As needed
Filing management, administrative related works	Staff Consultation				As needed

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

Conducted by:


TEOFANES A. PATINDOL

Immediate Supervisor
Director, ITEEM

Noted by:


DENNIS P. PEQUE 2/13/24

Next Higher Supervisor
Dean, College of Forestry &
Environmental Science (CFES)



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: SEPTEMBER – DECEMBER 2023

Name of Staff: SHAIRA B. MANAPSAL

Position: AGRICULTURAL TECHNICIAN

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		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.	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				

Overall recommendation:


TEOFANES A. PATINDOL
 Printed Name and Signature
 Head of Office

Employee Development Plan

NAME OF EMPLOYEE	SHAIRA B. MANAPSAL
PERFORMANCE RATING	
AIM	To improve her capability as dDRC to ensure that the Institute is compliant to the Quality Management System (QMS); to enhance her capability in the preparation of documents for the accreditation of curricular programs; and; to provide support services to the Institute

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date:	September 2023	Target Date:	October 2023
First Step:	Ms. Manapsal was encouraged to attend seminars and workshops to improve her capability related to QMS and accreditation of curricular programs; She was also advised to undergo orientation and one-on-one tutorials regarding support services of the institute.		
Result:	She actively participated in various seminars and workshops and exposed herself to one-on-one tutorials with colleagues from the Institute.		
Date:	October 2023	Target Date:	December 2023
Next Step:	She was able to apply what she learned from various seminars, workshops, and tutorials		
Outcome:	She was able to improve her capability pertaining to QMS, curricular program accreditation and on providing support services of the Institute.		
Final Step/ Recommendation:	She would always make herself open for improvement, particularly on matters related to QMS, curricular program accreditation, and support services of the Institute.		

Prepared by:

TEOFANES A. PATINDOL
Unit Head

Conforme:

SHAIRA B. MANAPSAL
Ratee