

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

(July – December 2018)

Name of Administrative Staff: Wenifreda T. Oclinaria

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	4.98 x 70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.97ADJECTIVAL RATING: Outstanding


Prepared by:


WENIFREDA T. OCLINARIA
 Name of Staff

Reviewed by:


ANABELLA B. TULIN
 Department/Office Head

Recommending Approval:


ANABELLA B. TULIN
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction

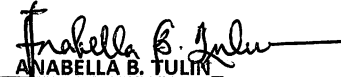
“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Wenifreda T. Oclinaria, of Graduate School commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018.


WENIFREDA T. COLINARIA
 Ratee

Approved:


ANABELLA B. TULIN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advance Education Services	Graduate Degree Program Management Services No. of graduate degree Specialization offered and monitored	• No of graduate faculty appointments reviewed and countersigned for approval by the Dean	20	28	5.00	5.00	5.00	5.00	
		• No. of graduate faculty FTE by departments summarized for OPCR	250	366.73	5.00	5.00	5.00	5.00	
	No. of new graduate curricular program proposals monitored	• No. of endorsement letters prepared for new graduate curricular program proposals for review/evaluation by different approving body and Curricular Program Guide Prepared for submission and evaluation by UCC and other approving body.	20	31	4.75	4.75	4.75	4.75	
	Graduate Student Management Services Number of graduate students monitored	• No. of graduate student assisted for admission/enrollment/change of admission status/application for examinations/leave of absence, etc. by providing proper instruction/ direction/appropriate forms , other needed documents, and updating GS Student Directory	446	515	5.00	5.00	5.00	5.00	
		• No. of admission letters/graduate student application forms reviewed and other GS forms for approval by the Dean of Graduate School	35	49	5.00	5.00	5.00	5.00	
		• No. of graduate student requirements for graduation reviewed for clearance and signature by the Dean of the Graduate School	150	252	5.00	5.00	5.00	5.00	
		• Tentative and final list of graduate student candidates for graduation reviewed for submission 2 days before deadline	1	2	4.75	4.75	4.75	4.75	
Support to Operations	Program & Institutional Accreditation Services	• No. of graduate program accreditation related documents prepared and managed (ISO, ISA, AACUP)	150	185	5.00	5.00	5.00	5.00	
		• No. of accreditation related orientations/trainings/workshop, etc. attended as representative of the Graduate School	2	2	5.00	5.00	5.00	5.00	
	Administrative and Facilitative Services	• No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	48	85	5.00	5.00	5.00	5.00	
		• No. Graduate School related meetings, orientation facilitated, prepared notices, materials for presentation; attendance sheets, attendance recording, minutes of the meetings, etc.	5	10	5.00	5.00	5.00	5.00	
		• No. of University Committee meetings attended as representative of the Dean of Graduate School .	2	5	5.00	5.00	5.00	5.00	

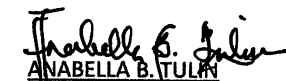
		• No. of Graduate School documents/records prepared and managed (Administrative, Instruction, Production)	112	250	5.00	5.00	5.00	5.00	
		• No. of Graduate School Forms reviewed and revised for implementation based on BOR approved Graduate School Code	23	32	5.00	5.00	5.00	5.00	
		• No. of administrative and academic policies related to graduate program reviewed and strictly implemented based on BOR approved Graduate School Code.	4	7	5.00	5.00	5.00	5.00	
		• No. of graduate student/VSU staff/faculty clearance countersigned for signature by the Dean of the Graduate School	15	35	5.00	5.00	5.00	5.00	
	Efficient Customer – Friendly Assistance Zero percent complaint from client served	• Served clients with courtesy and friendly service	0% Complaint	0% Complaint	5.00	5.00	5.00	5.00	
Total Over-all Rating								84.50	

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Punctuality		5.00
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Outstanding performance. It is recommended to maintain an organized and standardized office documents/files /records for easy retrieval/updating/ usage when needed; and to continue the process of redesigning and coordinated approach to remove redundancies, superfluous activities, and delays so that high-quality outputs are obtained at a lesser cost and a faster rate.


Evaluated & Rated by:


ANABELLA B. TULIN
Dept/Unit Head

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: Wenifreda T. Oclitaria

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		59/12 = 4.92				

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		82/17				
Average Score		4.82				

Overall recommendation : _____

Anabella B. Tulin
 ANABELLA B. TULIN
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **WENIFREDA T. OCLINARIA**

Performance Rating: 4.98

Aim: To improve the performance by 85 % in excess of the target accomplishment by establishing an organize/standardized/compliant office documents/files/ records for a systematic and easy retrieval/usage when needed by the office and its clients.

Proposed Intervention to Improve Performance: Application of a process redesigning and cooperative approach

Date: July 1, 2018

Target Date: December 31, 2018

First Step: Identification of the clients' (*graduate students, DBM/CHED, graduate program evaluators/accreditors; office evaluators (ISO), faculty/staff of VSU and others*) requirements and development of a workable flow of work or a map. This can be done by gathering of all the needed documents /activities to be conducted; communications/memoranda; graduate school policies for implementation /revision when necessary during the 1st and 2nd quarters of 2018 and in preparation for the start of classes, Second Semester, SY Year 2017-2018. This include the following: a) Graduate School Council /Committee/ Faculty meetings; b) matters for discussions; c) minutes of the meetings; d) orientation of graduate students; e) graduate program related survey data for DBM/CHED-BED/BAR forms requirements; f) required documents for graduate program AACCUP accreditation; g) ISO accreditation; h) graduating graduate student requirements for compliance; h) office supplies/ materials/equipment needed; office biannual/annual accomplishment reports and other administrative and financial documents, etc.

Result: Schedule of different meetings; notices/agenda/minutes of the meetings; accomplished survey form for graduate faculty /graduate student graduates/graduate faculty on graduate studies needed for DBM/CHED-BAR/BED form requirements; list of communications r/complied/ graduating graduate student requirements deadline schedule for graduating graduate students; lists of office supplies/materials/equipment needed; list of documents needed for graduate program accreditation/list of office documents for ISO ;list of requirements for compliance by graduating graduate students; list of graduate school policies for implementation/revision graduate school memoranda and other memoranda to graduate faculty/students and other concerned individuals, and others.

Date August, 2018


Target Date: December, 2018

Next Step: Preparation and organization of all the needed documents for a particular program/activity; review and analysis of documents to be prepared /activities to be conducted to remove redundancies, superfluous activities, and delays so that high-quality outputs are obtained at a lesser cost and a faster rate; prioritization of important activities/programs that need immediate execution; coordination/consultation with the Dean of the Graduate School/other office staff/and individual concerned, graduate faculty/students in the performance of a particular task; make constant follow-up and monitoring .


Outcome: Systematic and organized graduate program related and office documents/records/files; complete file of office documents; required forms/documents for compliance submitted on time to the concerned departments/offices/agencies; efficient and effective implementation of graduate school policies; approved revision of some graduate curricular programs; Graduate School Council meetings conducted as scheduled/ with some adjustments; planned activities successfully conducted as scheduled; proposals for deliberation/approval by appropriate body/Dean of the Graduate School.

Final Step/Recommendation: Coordinated execution of different program of activities; regular follow-up and meetings; assessment /evaluation of the performance in the execution of different activities conducted; constant updating of documents/records/files to facilitate compliance/submission to concerned offices/departments/agencies and for prompt and effective and efficient service to clients.

Prepared by:


ANABELLA B. YULIN
Unit Head

Conforme:


WENIFREDA T. OCLINARIA
Name of Ratee Faculty/Staff