

Annex P

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

Name of Administrative Staff: RYAN JOHNSON B. VECINA (JAN-JUNE 2019)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.27
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:


RYAN JOHNSON B. VECINA
Name of Staff


Reviewed by:


VELMA P. BONTUYAN
Department/Office Head

Recommending Approval:


DILBERTO O. FERRAREN
Immediate Supervisor

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RYAN JOHNSON B. VECINA of the Visayas State University, Manila Office, 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-June 2019.

RYAN JOHNSON B. VECINA

Ratco


Approved:

VELMA P. BONTUYAN

Head of Office


Univ. MFO & PAP's	VMO MFO	Success Indicators	Task Assigned	Target January-June 2019	Actual Accomplishment	Rating				Remarks
MFO 6: General Admin and Support Services	VMO MFO 1:	Zero complaints from clients	Clients serve effectively and efficiently	90% zero complaint	100% zero complaint	Q ¹	E ²	T ³	A ⁴	
		Maintained cleanliness of the assigned vehicle for road worthiness	Road worthy vehicle	1 vehicle	1 vehicle	5	5	4	4.67	
	VMO MFO 2:	No. of trip ticket completely served	Driving services	80	91	4	5	5	4.67	
	VMO MFO 3:	Percentage of rooms cleaned and ready for occupancy within an hour after being vacated	Janitorial services	30%	50%	4	5	5	4.67	
	VMO MFO 4:	Number of requests for canvassing and purchasing supplies and materials	Canvassing and purchasing services	5	10	5	4	5	4.67	
		Number of check payments/JDAP served to concerned suppliers and payees	Messengerial services	7	15	5	5	5	5	
		Total Over-all Rating							4.72	

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task Assigned	Target January-June 2019	Actual Accomplishment	Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
Average Rating (Total Over-all rating)											<div>Comments & Recommendation for Development Purpose</div>
Additional Points: Punctuality											
Approved Additional points (with copy of approval)											
Final Rating											
ADJECTIVAL RATING											

Evaluated and rated by:

VELMA P. BONTUYAN
 Head, VMO
 Date: _____

Recommending approval:

DILBERTO O. FERRAREN
 VP for Resource Generation and External Affair

 Approved by:

EDGARDO E. TULIN
 University President
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2019

Name of Staff: RYAN JOHNSON B. VECINA Position: Admin. Aide IV


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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>4</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her/his work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1

12. Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score	51				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
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	51/12				
Average Score	4.25				

Overall recommendation : _____


VELMA P. BONTUYAN
 Head of Office

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office

Head of Office: VELMA P. BONTUYAN


Name of Staff: Ryan Johnson B. Vecina

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


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<u>Monitoring</u> 1. Cleaning and maintaining of the university vehicle in good running condition.	x				
<u>Coaching</u> 1.To safely conduct/fetch guests and/or the President and other VSU officials to destination while in Manila on official travel. 2. To be respectful and courteous to guests and all government officials with official transactions with VSUMO.	 x x	 x			

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

Conducted by:


VELMA P. BONTUYAN
 Head, VSUMO

Noted by:


DILBERTO O. FERRAREN
 VP, Resource Generation and
 External Affairs Office

PERFORMANCE MONITORING FORM

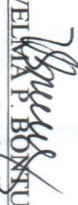
Exhibit I

Name of Employee: **RYAN JOHNSON B. VECINA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Conducts and fetches the President from and to any point in Manila	Serves the president while on official travel to Manila	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Served the President
2	Conducts and fetches the members of the Board of Regents from and to any point in Manila while on Official Travel	Serves the members of the Board of Regents while in Manila during board meetings.	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Served the Members of the Board of Regents.
3	Assists in the maintenance of the cleanliness and orderliness of the surroundings of the building	Kept and maintained the cleanliness and orderliness of the surroundings of the building	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Surroundings kept clean always
4	Assists the caretaker in cleaning the rooms	Assists the caretaker in the cleaning of rooms	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Assisted in the cleaning of rooms and bathroom

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VELMA P. BONGSUYAN
 Head of Office

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
5	Maintains the vehicle assigned in VSTU-Manila	Keeps the vehicle clean and in good running condition	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Vehicle is maintained and in good running condition
6.	Assists the Head of Office in the procurement activities of VSU-MO	Purchased items/units transported to office.	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Supplies/materials transported to office .
7	Conducts and fetches the Head, VSU-MO to any agency inside and outside of Manila on official business	Safely conducts the Head, VSU MO to any agency within and without Manila	Various dated January-June 2019	Within January to June 2019	Within January to June 2019	Very Impressive	Outstanding	Driving services accomplished safely and timely.

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

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

Prepared by:


VELMA P. BONTUYAN
Head of Office