



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85


FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


ANICETA M. LUMACAD
Name of Staff


ELSIE E. SALAMAT
ACRO Head

Approved:



DILBERTO O. FERRAREN
Vice President, PRGAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANICETA M. LUMACAD, Administrative Assistant II of Alumni and Community Relations Office commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2021.

Approved:


ANICETA M. LUMACAD
Administrative Assistant II
July 28, 2021


ELSIE E. SALAMAT
ACRO Head
Date: _____

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)
						Quality	Efficiency	Timeliness	Average	
MFO 1. Frontline Services Efficient and friendly frontline services										
		PI 1. No complaint from clients served	Alumni Frontline Services	100%	100%	5	5	5	5.00	
Effectively acted Administrative/Financial Documents.										
		Number of PR's and vouchers prepared	Preparation of PR's and voucher	100%	100%	5	5	4	4.67	
		Number of documents processed & filed as needed	Drafting, Communications and documents for processing and filing	100%	100%	5	5	5	5.00	
		Number of meetings documented	Documents events including minutes of meeting transcribed minutes of meetings (ACRO, Alumni Communicators and Scholar's Meeting)	3	21	5	5	4	4.67	
		Number of DTR's signed	Signing of DTR of J.Os & SA	8	31	5	5	5	5.00	

		PI 3. Number of Quality procedure revised	Revision of Quality Procedure	1	1	5	4	4	4.33	
MFO 3 . Alumni Services										
		PI 2. Percent Alumni clearance issuance for to graduates of 2020 as requested	Record of clearance released as requested	80% Zero complaint	100% Zero Complaint	5	5	5	5.00	
		P1.3 Percent bank deposit slips for Alumni Membership and ID payment recorded as received	Photocopy deposit slips. Record of VSUAAI membership and ID payments slip	100%	100%	5	5	5	5.00	
		Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	1	1	5	5	5	5.00	
		Number of Alumni Tracer forms Encoded	Supervised Database Encoding	1	1	5	5	5	5.00	
		Number of ID Printed by SA	Supervised ID Printing	80%	100%	5	5	5	5.00	
		Number of ID requested and released	Records ID released as requested	100%	100%	5	5	5	5.00	
OTHERS:		Facilitate the VSUAAI Board Of Directors :	1. Documents, transcribed and prepare drafts of the minutes of meeting		3	5	5	4	4.67	
			2. Messengerial & do other activities related to Alumni Association as assigned by the BOD Secretary.		10	5	5	5	5.00	
Total Over-all Rating									68.34	
Average Rating									4.88	
Adjectival Rating								Outstanding		


**Comments & Recommendations for
Development Purpose:**

Need to attend
related trainings on
feature story writing
to be equipped w/
article writing for Alumni Notes

Evaluated and Rated by:


ELSIE E. SALAMAT
ACRO Head

Approved by:


DILBERTO O. FERRAREN
VP, PRGAS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June, 2021

Name of Staff: Aniceta M. Lumacad

Position: Administrative Assistant II

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				

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	22				
Average Score	4.76				

Overall recommendation : _____

Alicia E. Salamat
ELSIE E. SALAMAT
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Alumni and Community Relations Office (ACRO)


Head of Office: Prof. Elsie E. Salamat

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Check daily Activities		✓	✓		Done
2. Submission of output		✓	✓		Done
Coaching					
1. Give feedback/ follow-ups and work as a team		✓	✓		Done

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

Conducted by:


ELSIE E. SALAMAT
Immediate Supervisor

Noted by:


DILBERTO O. FERRAREN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETA M. LUMACAD

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: Jan , 4, 2021

Target Date: Jan. - June 30, 2021

First Step:

1. Search available online trainings/seminars/courses

Result: Webinars

Date: _____ Target Date: Jan.- June, 2021

Next Step:

1. She attended Webinars of the following:
 - a. Reframing of the Strategic Plan 2017-21
 - b. Data Privacy Act
 - c. Records Disposition Administration

Outcomes: Awareness of the following

- a. VSU Programs
- b. Data privacy and records disposition

Final Step/Recommendation:

1. Maintain the best practices in the office
2. Supervision of JO workers and Student Assistant

Prepared by:


ELSIE E. SALAMAT
ACRO Head

Conforme:


ANICETA M. LUMACAD
Name of Ratee Faculty/Staff