

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


(January – June 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	4.94	4.94 x70%	3.46
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92 (4.88)	4.92 (4.88) x30%	1.47 (1.46)
TOTAL NUMERICAL RATING			4.93 ✓ (4.92)

TOTAL NUMERICAL RATING: 4.93
(4.92)
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.92
4.93 ✓
FINAL NUMERICAL RATING: (4.92)
ADJECTIVAL 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


"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 January 1, 2018 to June 30, 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	18	22	5.00	4.50	5.00	4.83	
		• No. of graduate faculty FTE by departments summarized for OPCR	215	331.26	5.00	5.00	5.00	5.00	
		• No. of endorsement letters prepared for new graduate curricular program proposals for review/evaluation by different approving body.	3	5	5.00	4.50	5.00	4.83	
	Graduate Student Management Services Number of graduate students monitored	• No. of graduate students assisted for admission/enrollment/change of admission status/application for examinations/leave of absence, etc. by providing proper instruction/ direction/appropriate forms and other needed documents	75	95	5.00	5.00	5.00	5.00	
		• No. of admission letters/graduate student application forms reviewed and countersigned for approval by the Dean of Graduate School	120	125	5.00	4.60	4.50	4.67	
		• No. of international graduate students assisted in the processing of special study permits/ student visa/extension of student visa	1	2	5.00	5.00	5.00	5.00	
		• No of graduate student requirements for graduation reviewed for signature by the Dean of the Graduate School	5	7	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	73	83	5.00	5.00	5.00	5.00	
		• No. of program and institutional related accreditation documents monitored and managed (ISO, ISA, AACUP)	95	125	5.00	5.00	5.00	5.00	
		• No. of accreditation related orientations/trainings/workshop, etc. attended as representative of the Graduate School	2	3	5.00	4.60	4.50	4.67	
Support to Operations	Administrative and Facilitative Services	• No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	5	9	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	7	5.00	5.00	5.00	5.00	

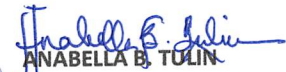
		<ul style="list-style-type: none"> No. of University Committee meetings attended as representative of the Dean of Graduate School . 	3	5	5.00	5.00	5.00	5.00	
		<ul style="list-style-type: none"> No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production) 	63	75	5.00	5.00	5.00	5.00	
		<ul style="list-style-type: none"> No. of Graduate School Forms reviewed and revised for implementation based on BOR approved Graduate School Code 	23	25	5.00	5.00	5.00	5.00	
		<ul style="list-style-type: none"> No. of administrative and academic policies related to graduate program reviewed and strictly implemented based on BOR approved Graduate School Code. 	20	27	5.00	5.00	5.00	5.00	
		<ul style="list-style-type: none"> No. of graduate student/VSU staff/faculty clearance countersigned for signature by the Dean of the Graduate School 	85	105	5.00	5.00	5.00	5.00	
	Efficient Customer – Friendly Assistance Zero percent complaint from client served	<ul style="list-style-type: none"> Served clients with courtesy and friendly service 	0% Complaint	0% Complaint	5.00	5.00	5.00	5.00	
Total Over-all Rating								89.00	

Average Rating (Total Over-all rating divided by 4)	89.00/18	4.94
Additional Points:	-	
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
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 redesign 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

Date: _____

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Wenifreda T. OclitariaPosition: 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		83				
Average Score		83 / 17 = 4.88				

Overall recommendation : _____


ANABELLA B. TURIN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: 4.92

Aim: To improve the performance by 75 % in excess of the target accomplishment by establishing an organized and standardized 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 approach

Date: January 2, 2018

Target Date: January 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 February, 2018


Target Date: June, 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. TULIN
Unit Head

Conforme:


WENIFREDA T. OCLINARIA
Name of Ratee Faculty/Staff