



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

**Annex P**

Name of Administrative Staff: **DALISAY F. ANDRES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

TOTAL NUMERICAL RATING: **4.70**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.70**

FINAL NUMERICAL RATING **4.70**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

**DALISAY F. ANDRES**  
*Administrative Assistant II*

Reviewed by:

**TONI MARC L. DARGANTES**  
*Head, Planning Office*

Recommending Approval:

**DANIEL LESLIE S. TAN**  
*Director for Planning*

Approved:

**DILBERTO O. FERRAREN**  
*Vice-President for Planning,  
Resource Generation and Auxiliary*


**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

Office of the Vice-President for Planning, Resource Generation and External Affairs (OVPPRGAS)

I, **DALISAY F. ANDRES**, of the **Office of the Vice-President for Planning, Resource Generation and Auxiliary Services** 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 - DECEMBER 2020**.

  
**DALISAY F. ANDRES**  
Ratee

Approved:

  
**DILBERTO O. FERRAREN**  
Head of Unit

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGEA MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint	5	5	5	5.00	
	PI.2a	Effectively acted on time administrative & financial documents								
		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	35	80	5	4	5	4.67	
		* Number of meetings/seminars/trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/trainings/workshops/ Orientation & Conf.	6	41	5	4	5	4.67	
	2b.	Records Management:								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	45	105	5	4	5	4.67	
		* Number of pages of communications & other documents printed and filed		55	160	5	4	5	4.67	
		* Number of IP Messages downloaded and printed		30	70	5	4	5	4.67	
		* Number of emails downloaded and filed		30	85	5	4	5	4.67	
	* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings	150		205	5	4	5	4.67		



OVPPRGEA MFO 2. PLANNING, MANAGEMENT AND MONITORING SERVICES	PI.1	Proactive submission of university reports/ plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual	Preparation of Plans and Reports							
		* CHED-HEMIS Data Collection for Normative Financing for the year 2020	Submit final CHECKS-HEMIS data online for 2020	1	5	5	4	5	4.67	
		* Number of CHED-HEMIS filled-up forms for online submission to CHED		5	18	5	5	5	5.00	
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2	4	5	4	5	4.67	
	PI.2	Efficient Planning and Monitoring Services								
		* Land Use Development and Infrastructure Plan facilitated	Facilitator/ Secretariate							
		* Crisis Management Committee	Facilitator/ Secretariate							
	P1.3	Performance Management Team Services								
		* Number of OPCR Evaluation monitored and facilitated		5	15	4	4	5	4.33	
OVPPRGEA MFO 4. BIDS AND AWARDS COMMITTEE	PI.1	* Provide administrative support to Bids & Awards Committee Members and the Technical Working Group	BAC Secretariate	100%	100%	5	5	4	4.67	
		* Consolidate PPMP's from various units of the Procuring Entity to make them available for review.	Departments/ Center/ External Campuses	100%	100%	5	4	5	4.67	
		* Preparation of Annual Procurement Plan (Indicate, Updated and Final APP's)	Departments/ Center/ External Campuses	3	5	5	4	4	4.67	
OVPPRGEA MFO 5. OTHER SERVICES	PI.1	Other functions assigned by the immediate/ higher supervisor								
		* Number of phone calls and queries acted on time from clientele	Answers calls and queries to clientele with regards to office work	50	105	5	4	4	4.33	

	Number of VSU faculty & staff Clearance countersigned	Faculty & staff cleared from IGP/STF projects & housing	5	17	5	4	5	4.67	
	<i>Formal Investigation Committee:</i>								
	* Number of Investigation Hearings attended to		2	8	5	4	5	4.67	
	* Number of transcribed minutes		100%	100%	5	4	5	4.67	
<b>Total Over-all Rating</b>								<b>88.71</b>	

<b>Average Rating (Total Over-all Rating Divided by 19)</b>		<b>4.67</b>
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional Points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>


*Comments & Recommendations for Development Purpose*

Training in Planning and Office Management

Evaluated & Rated by:

  
**TONI MARC L. DARGANTES**  
 Planning Officer

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
 Director, Planning and Infrastructure Project Development and Monitoring

Approved by:

  
**DILBERTO O. FERRAREN**  
 Vice-Pres. for Planning, Resource Generation & Auxiliary Affairs





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Dalisay F. Andres

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		58				

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		4.83				

Overall recommendation :



**DILBERTO O. FERRAREN**  
Vice-President for Planning Resource  
Generation and External Affairs

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dalisay F. Andres  
Performance Rating: Outstanding

Aim: Enhanced effective delivery of administrative services.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2021

Target Date: June 30, 2021

First Step:

To attend trainings, seminars and workshops and updating of databases.

Result:

Improve effectiveness in the performance of administrative duties and responsibilities.

Date: July 1, 2021

Target Date: December 31, 2021

Next Step:

Suggest administrative related trainings and workshops for improvement of the office.

Outcome:

Do the job more effectively and efficiently.

Final Step/Recommendation:

Continue attendance on relevant forums and seminars to improve administrative delivery.

Prepared by:



**DILBERTO O. FERRAREN**

Vice-President for Planning, Resource  
Generation and Auxiliary Services

Conforme:



**DALISAY F. ANDRES**  
Administrative Assistant II