



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Rafael B. Vergara Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.52
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.62
FINAL NUMERICAL RATING **4.62**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

RAFAEL B. VERGARA JR.

Name of Staff

Reviewed by:

MARK GILA A. VEGA

Head, Instructional Materials Development

Recommending Approval:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Approved:

ROTACIO GRAVOSO

Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RAFAEL B. VERGARA JR., an administrative staff of the Instructional Materials Development Office commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January - June, 2024.


RAFAEL B. VERGARA JR.

Ratee

Date: July 18, 2024

Approved:


MARK GIL A. VEGA

Head, Instructional Materials & Development

Date: July 19, 2024


MA. RACHEL KIM L. AURE

Director, Intruction & Evaluation

Date: July 22, 2024

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - June, 2024)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 12	Instruction and Evaluation/ Instructional Materials Development Services								
PI 1.	Additional outputs								
	No. of documents from different Colleges, departments, institute and support units under ODIE and OIMD checked/reviewed for appropriate action by the Head of Instructional Materials Development.	Checking of documents submitted by the different colleges, department institute and support units under IEO and IMDO for appropriate action by the Head and Director.	100	250	5	4	4	4.33	OBE Syllabus, TOS and Instructional Materials of the different colleges, departments and component colleges (Isabel, Alang-alang, Tolosa and Villaba)
	Number of seminars and trainings assisted which conducted by the Office of Instructional Material Development.	Assist seminars and trainings which conducted and facilitated OIMD	1	2	5	5	4	4.67	1. Faculty Onboarding - January 15, 2024 2. Go Green Launching- May 29, 2024

	Number of TPES Summary of Ratings facilitate and print.	Facilitating the printing of TPES Summary of Results.	100	460	5	4	4	4.33	TPES Summary of Rating Results of different faculty of the VSU Colleges and departments.
					Total points			13.33	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.			5	30	5	4	4	4.33	
	Number of Purchase Request prepare and submit.	PR preparation and submission for ODIE and OIMD							Purchase Request of the two (2) offices the ODIE and OIMD.
			1	6	5	5	4	4.67	
	Number of PPMP prepare and submit to BAC.	PPMP preparation for ODIE and OIMD							PPMP of the two (2) offices the ODIE and OIMD.
			10	35	5	4	4	4.33	
	Number of Communications, Appointments, Memos and Notice of the Meeting.	Preparation of Communications, Appointments, Memos and Notice of the Meeting.							Communications, Recommendations, Appointments, Notice of the Meeting of the two (2) offices the ODIE and OIMD.
			10	50	5	4	4	4.33	
	Number of Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.	Vouchers, BURS, ORS, and Accomplishment Reports							Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.
MFO 2.	Frontline Services								
PI 1.				0%	5	5	5	5.00	
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served							
			250	450	5	4	4	4.33	
	Other Responsibilities: As dDRC of the office	Control and file of documents related to ISO. Proper keeping,							

	No. of meeting, workshop & seminars attended	Attended meetings & seminars related to university activities and staff development	2	8	5	5	5	5.00	1. Meeting on the conduct of ISO Surveillance Audit (February 6, 2024) 2. Orientation of the Guidelines & Procedures and Processes (February 23, 2024) 3. Financial Transaction Forum (March 20 2024) 4. OVPAA/Department Heads Consultation (May 9, 2024) 5. Shaping Culture: Embracing Values for Productive Workplace Performance (May 15, 2024) 6. Sparkling Spaces: Mastering the Art of Housekeeping (May 22, 2024) 7. IMDO Turnover (May 28, 2024) 8. Office Activities Overview (June 25, 2024)
					Total Points			32.00	
Total Over-all Rating					45.33				
Average Rating					4.53				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.53
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.53
ADJECTIVAL RATING	Outstanding

Evaluated and Review:


MARK G. A. VEGA

Head, IMDO

Date: July 19, 2024

Recommending Approval:


MA. RACHEL KIM L. AURE

Director, IEO

Date: July 22, 2024

Comments & Recommendations for Development

Purpose:

Efficient in his Job;

Recommended to attend training - workshop related to his nature of work.

Approved:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 24, 2024

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Head for Instructional Materials Development

Head of Office: Dr. MARK GIL A. VEGA

Number of Personnel: 1 Regular Staff, 2 Job Orders

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January 1 – June 30, 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Office Clerks			Schedule	Daily
Coaching					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January 1 – June 30, 2024

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

Conducted by:


MARK GIL A. VEGA
Immediate Supervisor

Noted by:


MA. RACHEL KIM L. AURE
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO I. Compliance to CSC Rules & Regulations								
PI 1. Percentage in spearheading in the planning of instructional materials development and coordination the publication of the same.	1. In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Angelica Barcos– VSUEE Technical Support	January – June, 2024					
PI2. Percentage in reviewing, checking and issuing of certification of IMs submitted for publication.	1. Reviewed, check and issued certification of IMs submitted for publication.	Rafael B. Vergara Jr. – In-charge	January – June, 2024					
PI3. Percentage of syllabi, TOS and VSUEE monitored.	1. Reviewed, check and approved OBE Syllabi, TOS and VSU monitor.	Angelica Barcos - Staff In-charge	January – June, 2024					
PI4. Number of seminars/ trainings/ workshops coordinated for entire university.	1. Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	Rafael Vergara – Staff In-charge	January – June, 2024					
		Angelica Barcos – Staff In-charge	January – June, 2024					
		Vanessa Nazal – Staff In-charge	January – June, 2024					
		Aida Estrera – Staff In-charge	January – June, 2024					

MFG 2. Compliance to RA 9485							
PI1. Number of Office PPMP for the following year within deadline as prescribed by BAC	1. Prepares the Office PPMP for the following year within deadline as prescribed by BAC	Rafael Vergara Jr. – Staff In-charge	January – June, 2024				
PI1. Number of documents prepare such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	1. Prepares documents such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	Rafael Vergara Jr. – Staff In-charge.	January – June, 2024				

Prepared by:

MARK GIL A. VEGA

Head, Instructional Materials Development

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **RAFAEL B. VERGARA JR.**

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.	Checking of documents submitted by the different colleges, department, institute and support units under ODIE and OHIMD for appropriate action by the Director for Instruction and Evaluation.	All documents submitted by the different offices are properly check and reviewed	Month of January 2024	Month of February 2024	Month of February 2024	Very Impressive	Outstanding	
2	Assisting seminars/ training workshop conducted by the ODIE.	All documents necessary for the seminars/ training workshop conducted by the ODIE are properly complied.	Month of January 2024	Month of January 2024	Month of January 2024	Very Impressive	Outstanding	
3	Facilitate the printing of TPES Summary of Ratings every semester.	Printing of TPES Summary of Ratings every semester.	Month of April 2024	Month of July 2024	Month of August 2024	Very Impressive	Outstanding	

4	Facilitate the preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.	Preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.				Very Impressive	Outstanding	
4	Other responsibilities as dDRC of the office.	All documents related to ISO are properly kept, file and assigned control number of each document.	Month of January 2024	Month of February 2024	Month of February 2024	Very Impressive	Outstanding	

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

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

Prepared by:


MARK GIL A. VEGA
 Head, IMDO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Target Date: January 1 – June 30, 2024

First Step: Attend training seminar for Administrative Staff.

Result: Learned different techniques on File Management Systems Training.

Target Date: January 1- June 30, 2024

Next Step: Attend training on "File Management Training for Administrative Support Staff"

Outcome: Gained office skills and techniques in order to improve the File Management Systems at the office.

Final Step/Recommendation:

Make follow-up for his improvement as support staff.

Prepared by:


MARK GIL A. VEGA
Head, IMDO

Conforme:


RAFAEL B. VERGARA JR.
Admin. Aide VI



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2024**

Name of Staff: **Rafael B. Vergara Jr.** Position: **Administrative Aide VI**

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						
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		58				
Average Score		7.83				
Overall recommendation: Demonstrated expertise in his job, yet recommended to attend more trainings & workshop.						


MARK GIL A. VEGA
 Immediate Supervisor