OFFICE OF THE HEAD OF
PERFORMANCE MANAGEMENT AND
REWARDS & RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
		TOTAL NUMERICAL RATING	4.92

TOTAL NUMERICAL RATING: _4.92_
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _4.92_

ADJECTIVAL RATING: _"O"_

Prepared by:
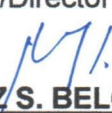
CONNEL D. ANTIPASO
Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

_N/A_
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (~~OPCR~~) IPCR

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Instruction** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period _____July_____ to _____December_____, 2020.

CONNEL D. ANTIPASO
Education Program Specialist II

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-plishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 1: Advanced Education Services									
OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	32	32	4	5	5	4.67	
OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/ assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	15	8	3	5	5	4.33	
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	NA						
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members and facilitates endorsement CHEDRO8 and BOR	NA						Already catered in the previous rating period.

PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of COPC		2	5	5	5	5.00	BSCS BS Biotech
PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	25	1	3	5	5	4.33	
PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	NA						Only for the 1st Rating Period
PI 6: Percentage passing of students in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;							Already catered in the previous rating period

OVPI MFO 2. Student Management Services

PI 3: Number of undergraduate students awarded with honors/distinction	Facilitated signature of the Vice President for Instruction on the certificates of recognition	NA						Already catered in the previous rating period
PI 4. Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected and summarized graduate tracer data needed for PMT perusal	40%	50%	5	5	5	5.00	Only for 3rd & 4th quarters

UMFO 5. Support to Operations (STO)

OVPI MFO 1. Faculty Development Services

PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	5	35	5	5	5	5.00	
PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	5	11	5	5	5	5.00	
PI 1.2 Number of faculty who finished advanced degree programs on time	Facilitated documents submitted by returning/graduated scholars	2	3	5	5	5	5.00	
PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave		27	5	5	5	5.00	
PI 3 Number of faculty granted with internal fellowship grants			22	5	5	5	5.00	
PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings, seminars, conferences, workshops and/or fora	15	123	5	5	5	5.00	

OVPI MFO 2. Faculty Recruitment/Hiring Services

PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of departments recruiting/hiring of faculty	10	47	5	5	5	5.00	

OVPI MFO 3. Faculty Evaluation Services

OVPI MFO 4. Admission & Registration Services

PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	1	2	5	5	5	5.00	

OVPI MFO 5. Guidance and Counseling & Support to Students Services

OVPI MFO 6. Library Services

OVPI MFO 7. Distance Education Services

OVPI MFO 8. Program and Institutional Accreditation Services

PI 1: Number of degree program specializations which passed AACCUP accreditation/evaluation of at least Level 1	Facilitated requests of the different colleges, departments, faculty and staff	NA						
PI 2: Number of degree programs issued with COPC	Coordinated with CHEDRO8 re documents needed; facilitates request of the different departments offering degree programs		2	5	5	5	5.00	BSCS BSBiotech
PI 3: Percentage of completion of documents compliant to ISO evaluation	Facilitated implementation of procedure manual in compliance to ISO evaluation							Already catered in the previous rating period

OVPI MFO 9. Development Broadcasting & Communication Services

UMFO 6. GASS

OVPI MFO 1. Administrative and Facilitative Services

PI 1: Number of colleges, departments & support units supervised, monitored & coordinates	Facilitated requests of the different colleges, departments, faculty and staff	18	41	5	5	5	5.00	
PI 2: Number of management meetings conducted	Assisted/Facilitated requests of the different committees of the university	43	121	5	5	5	5.00	
	Participated in the university committees for appropriate action such as NAPB, LSUADPA BOD, QS, Academic & Admin Awards, PMT and other task force	3	16	5	5	5	5.00	

	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	850	1237	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	2	5	5	5	5.00	
	PI 6: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	2	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
Best practices/new initiatives									
				Total Over-all Rating				103.33	
				Average Rating				**4.92**	

Average Rating (Total Over-all rating divided by 4)		4.92	**Comments and Recommendations for Development Purpose:**
Additional Points:			
Approved Additional points (with copy of approval)	XX		*Good job !*
FINAL RATING		4.92	
ADJECTIVAL RATING			

Evaluated and Rated by:

_____
BEATRIZ S. BELONIAS, Ph.D.
Unit Head

Approved by:

_____
BEATRIZ S. BELONIAS, Ph.D.
Vice President for Instruction

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

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VISAYAS
STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2020
Name of Staff: **CONNEL D. ANTIPASO**   Position: **EPS 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	**(5)**	4	3	2	1

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improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	59/12				

B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)	Scale N/A				
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	4.92				

Overall recommendation : _____

BEATRIZ S. BELONIAS
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: _____OVPAA_____

Head of Office: _____DR. BEATRIZ S. BELONIAS_____

Number of Personnel: _____CONNEL D. ANTIPASO_____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	✓			
Coaching	✓				

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

Conducted by:

BEATRIZ S. BELONIAS
Immediate Supervisor

Noted by:

EDGARDO E. TULIN.
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: __**CONNEL D. ANTIPASO**__

Performance Rating: _____

Aim: To efficiently assist the Vice President for Instruction in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: ___July 2020___   Target Date: ___July - December 2020___

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: ___July 2020___   Target Date: ___July - December 2020___

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:
Improved delivery of services among clientele in the day to day transactions in the office.
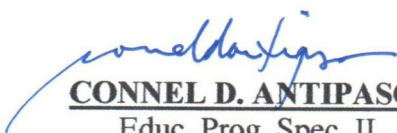
Final Step/Recommendation:

Participate in webinar to enhance the skills in the performance of functions needed in the delivery of services at OVPAA.

Prepared by:

BEATRIZ S. BELONIAS
Unit Head

Conforme:

CONNEL D. ANTIPASO
Educ. Prog. Spec. II