



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NELSIE F. MONDAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR Exhibit B	4.86	70%	3.40
2. Head's assessment on contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.9

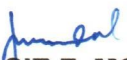
TOTAL NUMERICAL RATING: 4.9

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.9

ADJECTIVAL RATING: " O "

Prepared by:


NELSIE F. MONDAL
Name of Staff

Reviewed and Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR) - Accomplishments

I, NELSIE F. MONDAL, of the OVPA 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 to June, 2020.

NELSIE F. MONDAL
Ratee

APPROVED:

BEATRIZ S. BELONIAS
Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accompli- shment	Rating				Remarks
					Q	E	J	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
P11: Faculty Workload monitored for FTE of graduate subjects	No. of Faculty Teaching monitored for FTE and subjects taught handling graduate subjects	Number of Faculty computed with FTE and subjects taught based in the actual teaching Load.	45	82	5	5	5	5	
	No. of Faculty handling graduate subjects computed for FTE	Number of graduate subjects computed with FTE based in the actual teaching Load.	100	181	5	5	5	5	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: Faculty Workload monitored for FTE of undergraduat e subjects	No. of Faculty Workload monitored for FTE and subjects taught handling undergraduate subjects	Number of Faculty computed with FTE and subjects taught based in the actual teaching Load.	250	366	5	5	5	5	
	No. of Faculty handling undergraduate subjects computed for FTE.	Number of undergraduate subjects computed with FTE based in the actual teaching Load.	750	2,055	5	5	5	5	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplis hment	Rating				Remarks
					Q	E	T	A	
OVPI MFO 2: Faculty Recruitment/Hiring Services									
P12: Faculty renewal/recruitment/hiring of full and part-time instructors	No. of recommendations, letter request, projected workload and other related documents reviewed for APB.	Reviews projected workload and other documents submitted for APB & notify the requesting department if there are documents lacking for compliance.	30	34	5	5	4	4.67	
UMFO 5: Support To Operations (STO)									
OVPI MFO 1: Faculty Development Services									
P11: Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated.	No. of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated. (VSU main and external campus)	Encodes the filled up TPES forms. Make a summary of TPES of all instructors, printed 4 copies and send-out/provided copy to college Deans, department heads and faculty.	175	345	5	4	5	4.67	
UMFO 6: General Administration and Support Services (GASS)									
OVPI MFO 1: Administrative and Facilitative Services									
P11: Colleges, departments, institute and support units under OVPAA including the four satellite campuses	No. of documents from different Colleges, departments, institute and support units under OVPAA checked/reviewed/ counter signed for appropriate action by the VP for Academic Affairs	Monitors submission of the actual teaching load for the class roster of the Registrar's office & for the TPES.	25	32	5	5	4	4.67	

		Monitors, reviews IFW & countersign for approval of workload by VP Academic Affairs. (VSU main and external campus)	250	610	5	5	4	4.67	
		Make a summary of workload per faculty of all departments. (VSU main and external campus)	250	610	5	5	5	5	
OVPI MFO 2: Efficient Customer-Friendly Assistance Services									
P11: Customer Assistance Services	Efficient and customer-friendly frontline service	Provides immediate services to clients who needs data related to faculty workload & evaluation. Prepare the documents for soft bounding aside form electronic files, such as: summary of workload, subjects taught by faculty, full time teaching equivalent and summary of TPES rating with label are made available at OVPAA to clientele's who wants to make use of it	25	45	5	4	5	4.67	
Others: As dDRC of the office	Control and file of documents related to ISO	Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, IFWs ,TPES, memos, attendance sheets, notice of meeting, communications and etc.	250	600	5	5	5	5	
	No. of meetings, workshop and seminars attended	Attend meetings and seminars related to University activities and staff development.	3	4	5	5	5	5	
TOTAL OVERALL RATING					60	58	57	58.35	
AVERAGE RATING								4.86	

Page 4...

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: <i>Very efficient in her work</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.86	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:

[Signature]
BEATRIZ S. BELONIAS
Unit Head

Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

Name of Staff: NELSIE F. MONDAL

POSITION: Admin Aide III

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)	Not Applicable				
Total Score	60/12				
Average Score	5.00				

Overall recommendation : _____

167
BEATRIZ S. BELONIAS
Office Head

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE: **OVPA**

HEAD OF OFFICE: **BEATRIZ S. BELONIAS**

NAME OF PERSONNEL: **NELSIE F. MONDAL**

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	MECHANISM				
	MEETING		MEMO	OTHERS (Pls. specify)	REMARKS
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>		Meeting to discuss the ways to improve delivery of services			
<u>Coaching</u>					

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

Conducted by:

Noted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor


EDGARDO E. TULINA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: NELSIE F. MONDAL
PERFORMANCE RATING: _____

AIM: To efficiently and accurately deliver the needed services to clienteles consistently and systematically according to the standard operating procedure set by the office

Proposed Interventions to Improve Performance

Date : January 01, 2020

Target Date: January-June, 2020

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make suggestions/propose solutions of the Encountered problems

Date : January 01, 2020

Target Date: January-June, 2020

Next Step : Update on existing procedures and policies to answer queries, facilitate, review and validate documents for appropriate action by the Vice President for Instruction

Outcome : Teachable, can easily comprehends, knowledgeable and articulate in answering queries, consistent and accurate in reviewing of documents.

Final Step/

Recommendation: Attend in short term training, seminar & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Conforme:


NELSIE F. MONDAL
Ratee