



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GENALYN M. APAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	50%	2.45
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.83	50%	2.417
TOTAL NUMERICAL RATING			4.865

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.87

ADJECTIVAL RATING:

Outstanding

Prepared by:


GENALYN M. APAS
Name of Staff

Reviewed by:


EUSEBIO R. LINA, JR.
Department/Office Head

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic 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.



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
MATHEMATICS

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Genalyn M. Apas** of the **Department of Mathematics**, delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **March 6, 2023 - June 30, 2023**.

Genalyn M. Apas
GENALYN M. APAS
Admin. Aide III
Date: *July 18, 2023*

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
Department Head
Date: *19 July 2023*

MA. Theresa P. Loreto
MA. THERESA P. LORETO
Dean, CAS
Date: *July 20, 2023*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	Zero complaint	5	5	5	5.00	No complaint received
	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	100 (for the whole yr)	238	5	5	5	5.00	4 FM-LEG, 16 FM-HRM, 33 FM-IMD, 10 FM-ODI, 88 FM-VPA, 4 FM-QAC, 13 FM-REG, 70 FM-VSU
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	100	395	5	5	5	5.00	35 FM-VSU, 2 FM-PPO, 5 FM-LEG, 20 FM-HRM, 9 FM-ODI, 79 FM-IMD, 69 FM-VPA, 3 FM-QAC, 90 FM-REG, 83 Other docs
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	1	5	5	5	5.00	2nd Sem. 2022-2023 (will be fully accomplished in July-December 2023)
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	20	13	5	5	5	5.00	Subjects handled by CLAbas, RMIgcasama, JHSidaya, JSValenzona, JVVValenzona, DLValenzona-(will be fully accomplished in July-December 2023)

Administrative/Clerical Services	Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	5	5	5	5.00	2nd Sem. 2022-2023 (will be fully accomplished in July-December 2023)
		Prepares Individual Faculty Workload	15	12	5	5	5	5.00	2nd Sem. 2022-2023 (will be fully accomplished in July-December 2023)
		Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1	5	5	5	5.00	Projected Workload for 1st Sem. 2023-2024 & 2nd Sem. 2023-2024
		Prepares Summary of Individual Rating of faculty IPCRs	15	0					Will be accomplished in July-December 2023
		Prepares PPMPs and PRs	2	6	5	5	5	5.00	PPMP-3, PR-3
	Number of official communications/recommendations drafted/encoded	Drafts official communications	5	3	4	4	5	4.33	DLValenzona - authorization, reinstatement; JVValenzona - COPC docs request (will be fully accomplished in July-December 2023)
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2	0					Will be accomplished in July-December 2023
	Number of documents filed and scanned	Files and scans official documents	100	152	5	5	5	5.00	Syllabus, Travel Orders, Cash Advances, Liquidations, Teaching Loads, Certificates, etc.
Other Services	Number of meetings attended	ISO related meetings, Department meetings, etc.	10	5	4.5	4	5	4.50	ISO-2; Dept.-3 (will be fully accomplished in July-December 2023)
	Number of trainings/seminars attended	Participant	1	0					Will be accomplished in July-December 2023
	Number of innovations	E-filing of department documents	1	1	5	5	5	5.00	DMath Database
Total Over-all Rating								63.83	

Average Rating (Total Over-all rating divided by 15)		4.91
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attend learning and development activities intended for administrative staff such as frontline and excellent customer service.

Evaluated & Rated by:

Eusebio R. Lina, Jr.
EUSEBIO R. LINA, JR.
Department Head
Date: 19 July 2023

Recommending Approval:

MA. Theresa P. Loreto
MA. THERESA P. LORETO
Dean, CAS
Date: July 20, 2023

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: July 21, 2023



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: March – June 2023

Name of Staff: Genalyn M. Apas

Position: Administrative 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	5	4	3	2	1

improvement of his work accomplishment					
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					
Average Score					

Overall recommendation : Keep up the good work.


EUSEBIO R. LINA, JR.
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Mathematics

Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15 - (Genalyn M. Apas)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Supervise her transition to a new home unit and new employment status (from job order status to regular).	March – April 2023				
Coaching Orient her with the specific department policies and give her pointers to adapt spontaneously to her new work assignment.	March – April 2023				

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

Conducted by:

Eusebio R. Lina, Jr.

EUSEBIO R. LINA, JR.
Head, DMATH

Noted by:

MA. THERESA P. LORETO

MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Genalyn M. Apas

Performance Rating: Outstanding

Aim:

Gain competence and acquire innovative skills in delivering duties and responsibilities as administrative staff.

Proposed Interventions to Improve Performance:

Date: August 2023

Target Date: One year from the date of intervention

First Step:

Recommend her participation in training, seminars, or workshops for frontline and excellent customer service.

Result: Innovations in delivering her tasks

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

Advise her to benchmark best practices from other units


Outcome:

Improved/efficient work performance

Final Step/Recommendation:

Encourage her to introduce innovations and establish best practices in the department.

Prepared by:


EUSEBIO R. LINA, JR
Head, DMath

Conforme:


GENALYN M. APAS
Ratee/Staff