Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: **Mr. RAFAEL B. VERGARA, JR.**

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
		TOTAL, NUMERICAL RATING	**4.68**

EQUIVALENT NUMERICAL RATING: **4.68**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.68**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

RAFAEL B. VERGARA, JR.
Name of Administrative

Reviewed by:

WINSTON M. TABADA
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mr. RAFAEL B. VERGARA, JR.**, of the **Department of Computer Science and Technology** commits to deliver and agree to be rated on tha attainment of the following targets in accordance with the indicated measures for the period **January** to **June, 2018**.

RAFAEL B. VERGARA, JR.
Ratee

WINSTON M. TABADA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
Advanced & Higher Education Services	Number of exam reproduced	Produced CS 21 & HRTM 135 exams	400	900	5	5	5	5.00	
	Number of IPCR, PPP encodes and reproduced	Encodes faculty and administrative IPCR, PPP and reproduced	7	7	5	4	4	4.33	
	Number of OPCR encodes and reproduced	Encode Dept. OPCR and reproduced.	1	1	4	4	4	4.00	
	Accreditation of BSCS curricular program Level III Phase II	Assigned as AACCUP Counterpart on Area X (Administration)	100%	100%	5	5	5	5.00	Gathers important documents needed for the Accreditation BSCS program Level III Phase II last March 1, 2018.
	RQAT CHED Assessment of BSCS Program for the issuance Certificate of Program Compliance.	Assist in the preparation for the coming RQAT CHED Assessment of the BSCS Program	100%	100%	5	5	5	5.00	Gathers important documents needed for the RQAT CHED Assessment of BSCS Program for the issuance of Certificate of Program Compliance last July 9-10, 2018.
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline service	0% complaint from client served	Frontliner	Frontlining	no valid complaint	5	5	5	5.00	

Student Services	Documents requested by students served on time								
	1. Number of Grades Student's Copy Issued	Facilitates students in issuance of permits	100	300	5	5	5	5.00	Done right after the end of the semester.
	2. Number of Registration Permit Issued	Issuance BSCS registration form	180	390	5	5	5	5.00	During enrollment
Teaching Performance Evaluation	Number of evaluation conducted and results submitted to OVPI within the day during the evaluation period	Facilitates Teachers Performance Evaluation	16	25	5	4	4	4.33	Done right after midterm examination per semester /subject.
Secretariat Works	Number of Incoming and Outgoing documents recorded & released	Recording Incoming and outgoing documents	100	480	5	4	4	4.33	Vouchers, Faculty Workload, Actual Teaching Load Assigments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls.
	Number of documents prepared and submitted on time:	Prepared and submit documents on time							
	1. Individual Faculty		10	10	4	5	5	4.67	Every semester
	2. Actual Teaching Load		2	2	5	4	5	4.67	Every semester
	3. Projected faculty wokload for the succeeding semester		2	2	5	4	4	4.33	Every semester
	4. Standard government forms		100	300	4	5	5	4.67	Every month
Other Services	Number of DCST documents consolidated/files:		100	300	5	4	4	4.33	Memorandums, Letters, Contracts, Completion Forms, Grade Sheets, Other documents
Total Over-all Rating								**69.67**	
Average Rating								**4.64**	
Adjectival Rating								**O**	

Average Rating (Total Over-all rating divided by 6)		**4.64**
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		**4.64**
ADJECTIVAL RATING		**O**

Comments & Recommendations for Development Purpose:
He performed well in his administrative tasks in the dept. and very willing to work ~~even~~ on ~~tasks~~ beyond his duties & responsibilities. He is recommended to attend formal trainings to further his knowledge & skills.

Evaluated & Rated by:

WINSTON M. TABADA
Dept./ Unit Head

Date:_____

Recommending Approval:

ROBERTO C. GUARTE
Dean/ Director

Date:_____

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction

Date:_____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1 – June 30, 2018**

Name of Staff: **RAFAEL B. VERGARA JR.** Position: **Administrative Aide IV**

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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	57				
Average Score	4.75				

Overall recommendation : _____

WINSTON M. TABADA
Name of Head

Exhibit L

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:

Date: January 2018 Target Date: January to June 2018

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2018 Target Date: January to June 2018

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"

Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:

WINSTON M. TABADA
Department Head

Conforme:

RAFAEL B. VERGARA JR.
Administrative Aide IV

Exhibit 1

INDIVIDUAL DEVELOPMENT PLAN

Name of Employee: RAFAEL R. 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:

Date: January 2018 Target Date: January to June 2018

First Step: Attend training seminar for Administrative Aide II

Result: Improved customer service on ADA issues

Date: February 2018 Target Date: January to June 2018

First Step: Attend training on Effective Office Skills for Administrative Support Staff

Outcome: Gained office skills for administrative support staff.

First Step/Accomplishment:

Prepared by:

VIVIAN DENISE TAGALA
Department Head