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)
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:

4.68

TOTAL NUMERICAL RATING:

7.0

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

RAFAEL B. VERGARA, JR.

Name of Administrative

WINSTON M. TABADA

Department Head

Recommending Approval:

ROBERTO C. GUARTE

College Dean

BEATRIZ S. BELONIAS

Vice President for Instruction

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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 the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.

RAEAEL B. VERGARA, JR.

Ratee

WINSTON WIL TABADA

ead of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating					ng	Remarks
			Accomplishment Q ¹				T	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	7	7	5	4	4	4.33			
	Number of OPCR encodes and reproduced	Encode Dept. OPCR	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 B\$CS 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.		
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			

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Student Services Documents requested by students served on time Done right after the end of the semester. 1. Number of Grades Facilitates students in 5 300 5 5 5.00 Student's Copy Issued issuance of permits 100 During enrollment Issuance BSCS 2. Number of 5 Registration Permit registration form 5 5 5.00 390 180 Issued Teaching Performance Done right after midterm examination per Number of evaluation **Facilitates Teachers** semester /subject. Evaluation Performance conducted and results 4.33 5 16 25 4 4 submitted to OVPI within Evaluation the day during the evaluation period Vouchers, Faculty Workload, Actual Secretariat Works Number of Incoming and Recording Incoming Teaching Load Assigments, Liquidation Outgoing documents and outgoing Reports, Purchased Request, Annual recorded & released documents 4.33 480 5 4 4 100 Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos. JO. Payrolls. Number of documents Prepared and submit prepared and submitted documents on time on time: 1. Individual Faculty Every semester 5 10 4 5 4.67 10 Every semester 2. Actual Teaching Load 5 5 2 2 Every semester 3. Projected faculty 5 4.33 2 2 4 4 wokload for the succeeding semester Every month 4. Standard government 4 | 5 5 100 300 forms Memorandums, Letters, Contracts, Number of DCST Other Services 5 4 4.33 Completion Forms, Grade Sheets, Other 100 300 documents documents consolidated/files: 69.67 Total Over-all Rating 4.64 Average Rating 0 Adjectival Rating

Average Rating (Total Over-all rating divi	ided 4.64	1	
by 6) Additional Points:			Recommendations for Development Purpose:
Punctuality] He perfe	to and very willing to work even on tasks
Approved Additional points (with co	py of	1 dept	to and very willing to work even on tasks
approval)		1 14	duties a responsibilities. He is recom
FINAL RATING	4.64) pour los & lande a visitar montos. Inc and a second
ADJECTIVAL RATING			attend formal trainings to further ha
Evaluated & Rate by:	Recommending	Kn	attend formal trainings to further has wedge & skills. Approved by:
WINSTON MATABADA		ROBERTO C. OUPRTE	BEATRIZ SE BELONIAS
Dept./ Unit Head	-	Dean/ Director	V₱ for Instruction
Date:)ate:	Date:	Date:

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2018

Name of Staff: <u>RAFAEL B. VERGARA JR. Position</u>: <u>Administrative Aide IV</u>
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	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)		1	Scal	е	
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.	3	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	(3)	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.	(3)	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	(3)	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					L
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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
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	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	7.	5		

Overall recommendation	:	

WINSTON M. TABADA Name of Head

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:

Conforme:

AFAEL B. VERGARA JR. Administrative Aide IV VINSTON N. TABADA

Department Head

EMPLOYER DEVELORMENT PLAN

Name of Employee: RAPAEL B. VERBARA JN. Performance Retry: Dubber Hing

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Propossul Interventions to Improve Performance:

Ode: January 2018 | Tagest Date: January 2016

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Result improved dusternar service reas work values.

Date: February 2018 Target Date: randervio Jude 2018

close Stept. Altopel training on "effective Office Stells for Administrative Support Staff"

Outcome: Calque office skills for administrative according

Final Stap/Ragonmandation:

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