VISAYAS STATE UNIVERSITY

DEPARTMENT OF TEACHER EDUCATION

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ALPIE T. LLANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94 4.92	30%	1.48
	TOTAL NUMERICAL RATING		4.75

TOTAL NUMERICAL RATING: _____   4.75
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____   4.75

FINAL NUMERICAL RATING   _____   **4.75**

ADJECTIVAL RATING: _____   **Outstanding**

Prepared by:

ALPIE T. LLANO
Name of Staff

Reviewed by:

ROSARIO P. ABELA
Department/Office Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:
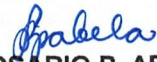
ROTACIO S. GRAVOSO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALPIE T. LLANO, of the DEPARTMENT OF TEACHER EDUCATION commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

Approved:

ALPIE T. LLANO
Ratee
Date: 7/12/2024

ROSARIO P. ABELA
Department Head
Date: 7/12/2024

BAYRON S. BARREDO
College Dean
Date: 7-12-24

MFOs & PAPs	Project/Activity	Tasks Assigned	Acomplishments		Rating				Remarks
			Target	Actual	Q^1	E^2	T^3	A^4	
UMFO 5. General Administration and Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	served clients	100% no complaint	100% no complaint	5	5	5	5.00	Assisted students and faculty members
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilititated and processed within the day of receipt	90%	45%	4	4	4	4.00	Delivered only urgent documents
Janitorial Services	Number of offices, classrooms, comfort rooms, grounds cleaned, mowed and maintained its surroundings regularly	Cleaned offices, classrooms, comfort rooms cleaned and mowed grounds and maintained its surroundings regularly	13 offices, 5 classrooms, 3 comfort rooms and surroundings	100%	5	5	5	5.00	cleaned areas assigned everyday
Other Services	Percentage of risographing Instructional Materials	Risographed Instructional Materials	90%						No risograph machine for the meantime
Total Overall Rating									

		Comments & Recommendations for
Average Rating (Total Over-all rating devided by # of entries)	4.67	Development Purpose:
Additional Points:		He is diligent and is
Punctuality		willing to work overtime
Approved Additional points (with copy of approval)		to carry out his
FINAL RATING	4.67	responsibilities.
ADJECTIVAL RATING	Outstanding	

Rated & Evaluated by:

ROSARIO P. ABELA
Department Head
Date: 7/12/2024

Recommending Approval:

BAYRON S.BARREDO
College Dean
Date: 7-12-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: August 16, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

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

QUARTER

Name of Office: Department of Teacher Education

Head of Office: Rosario P. Abela

Number of Personnel: _____32_____
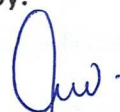
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		• On the making of the OBE course syllabus • On the Implementation of the New Curricula • On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	• On the making of Test Questionnaire and Table of Specifications • On the contents of the new courses offered • On the faculty with satisfactory rating on TPES			Notice attached to evaluation form/Routing Slip	Conducted individually

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

Conducted by:

ROSARIO P. ABELA
Immediate Supervisor

Noted by:

BAYRON S. BARREDO
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA-TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 1 Advanced Education Services							
OVPAA MFO1. Graduate Degree Program Management Services							
PI 1. Percentage of graduate school faculty engaged in research work applied in a. Pursuing advanced research degree program	Monitor the number of faculty pursuing research degree program for 2024	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Custodio, April Jae and Garingalao, Krizia
b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Monitor the number of faculty pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		VSU-IHS
OVPAA MFO2. Graduate Student Management Services							
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2nd Semester, 2023-2024, Summer, 2024 & 1st Semester, 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2nd sem 2023-2024, Summer 2023-2024 and 1st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished more than 100% of the target
PI 4: Number of graduates in mandated programs	Monitor graduating BEEd, BECEd and BSEd (major in	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		242 graduates for school

graduated within the prescribed period	Science, Soc Stud, Engl, Math & Filipino) students						year 2023-2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist CE student organization	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (95%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BEEd, BECEd, BSEd graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Only 90 out of 267 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT and COPC requirements for the BEEd, BECEd and BSEd program	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Subjected to AACCUP Level II in BSEd and BECEd
PI 20: Number of programs applying for COPC	Comply in the application for COPC to all program	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		COPC compliance for all program
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All courses have an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		All faculty were able to submit IFW
MFO 3. Research Services							
PI 2: Number of research outputs presented in regional/ national/ int'l fora/	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished

conferences							
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished

MFO 4. Extension Services

PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished

MFO 5. Support to Operations

PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		The effectivity of study leave of Custodio & Garingalao is on August to be monitored
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Ms. Custodio and Garingalao
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		21 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire regular and part-time instructors	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Hired 13 part-time instructors for 2nd semester, 2023-2024 for DTE & IHS
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		All faculty were rated at least VS
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP accredited for all programs	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accredited in AACCUP for all programs
PI 4: Number of activities organized/	Attend activities in relation to program	Dept. Head & Faculty	Jan.-Dec.	Completed			Attended the AACCUP

attended/ assisted/ participated/ facilitated	accreditation		2024				program accreditation workshop
PI 5: Compliance to all requirements thru the established/ adequate implementation, maintenance and improvement of the QMS of the core processes of the College/ department under ISO 9001:2015	Comply to all requirements thru the established/ adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		No NC and some OFI were still open
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.- Dec. 2024	Compl eted			Submitted under general fund and STF
PI 3. Number of coaching sessions among faculty & staff	Conduct coaching among faculty and staff	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		DTE is supervised by designated head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		937 documents acted, accomplishe d beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR	Submit DTR every month	Dept. Head & Faculty	Jan.- Dec. 2024		On-going		Submitted DTR more or less 60%

every month							of the faculty members on time
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Department head submits monthly accomplishment (100%)

Prepared by:

ROSARIO P. ABELA
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Alpie T. Llano**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Serve clients	100%	Jan. 2024	December 2024	June 2024	Very impressive	Outstanding	Faculty Members, Staffs, and students
2	Deliver, facilitate, and process documents within the day of receipt	100%	Jan. 2024	December 2024	June 2024	Very impressive	Outstanding	Acted withing the time allotted
3	Clean offices, classrooms, comfort rooms and other assigned areas	100%	Jan. 2024	December 2024	June 2024	Very impressive	Outstanding	Maintained cleanliness of the office and classrooms
4	Mow assigned areas	100%	Jan. 2024	December 2024	June 2024	Very impressive	Outstanding	Mowed on assigned schedule
5	Open and close doors and windows of the office and classrooms	2	Jan. 2024	December 2024	June 2024	Very impressive	Outstanding	Opened and closed doors and windows on time

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ROSARIO P. ABELA
Department Head

Exhibit L

Employee Development Plan

Name of Employee: **Alpie T. Llano**
Performance Rating: ~~4.67 (O)~~ 4.75 (O)

Aim: To become an effective and efficient utility of the Department of Teacher Education (DTE) in support to department's program accreditation and evaluation.

Proposed Interventions to Improve Performance:

Date: January 2024   **Target Date**: June 2024

First Step
- Continual supervision of the DTE area for maintenance with Mr. Llano as utility worker; and orientation of old and new assignment for DTE.

Results:
- Positive feedbacks from faculty members

Date: July 2024   **Target Date**: December 2024

Next Step:
- Continuous implementation of the plans and programs of the DTE assigned

Outcomes:
- Very organized time schedule for cleaning of the whole area.

Final Steps/Recommendations:

- Standardize the procedure in the implementation of the plan
- Attend trainings, seminar and workshop relevant to his job.

Prepared by:

ROSARIO P. ABELA
Head, ~~Dean~~ DTE

Conforme:

ALPIE T. LLANO
Admin. Aide I

VISAYAS STATE UNIVERSITY

DEPARTMENT OF TEACHER EDUCATION

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024
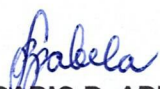Name of Staff: <u>Alpie T. Llano</u>   Position: <u>Administrative Aide I</u>

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	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	59				

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	4.92				

Overall recommendation:

keep up the good work!

Srabela
ROSARIO P. ABELA
Immediate Supervisor