OFFICE OF THE HEAD OF
PERFORMANCE MANAGEMENT AND
REWARDS & RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
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Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MANUEL C. BARTOLINI**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.241
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.425
	TOTAL NUMERICAL RATING		**4.666**

TOTAL NUMERICAL RATING: **4.666**
Add: Additional Approved Points, if any: <u>0</u>
TOTAL NUMERICAL RATING: **4.666**

FINAL NUMERICAL RATING **4.666**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MANUEL C. BARTOLINI
Name of Staff

Reviewed by:

MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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Page 1 of 1
FM-HRM-27
V0 11-12-2021
No. 009 - 26

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **Manuel C. Bartolin**i, of the Office of the University Registrar commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period **January** to **June, 2022.**

MANUEL C. BARTOLINI
Ratee

MARWEN A. CASTAÑEDA
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
OUR MFO 1. Registration and Graduation Services	**PI 1:** Percentage of students officially enrolled and registered	1. Evaluates records and accredit units earned by transferees	40%	55%(1,252)	5	5	5	5	
		2. Checks and validates Certificate of Registration (COR) of assigned courses	40%	55%(1,252)	5	5	4	4.66	
		3. Prepares permanent records of new students and files enrollment forms and other pertinent documents	100%						For every 1st Sem.
		4. Prepares requests of permanent records of students from the last school attended	40%	55%(351)	5	5	4	4.66	
		5. Checks, updates and evaluates student records of assigned courses	45%	50%(1,252)	5	5	4	4.66	
		6. Prepares checklist with grades of continuing students and determine if regular or irregular and distribute to respective academic advisers	45%	50%(1,252)	5	5	4	4.66	
	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	1. Evaluates status of students who applied for DOST scholarships of the assigned courses	40%	55%(15)	5	5	4	4.66	
		2. Issues certificates of enrollment and /or certificates of grades to students who applied for scholarship	40%	55%(15)	5	5	5	5	
		3. Facilitates queries of students requesting their documents requirements for scholarship application	40%	55%(15)	5	5	5	5	
	PI 3: Percentage of diploma, TOR, and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Re-evaluates and prepares list of candidates for graduation	40%	50%(55)	5	5	5	5	
		2. Monitors deficiencies and notifies respective departments	40%	50%(55)	5	5	4	4.66	
		3. Prepares and releases Transcript of Records (TOR) of graduating students in assigned courses	40%	55%(2)	5	5	4	4.66	
		4. Checks entries in the TOR of graduating students	40%	50%(55)	5	5	4	4.66	
		5. Checks entries in the diploma of graduating students before the signature of University Secretary and President	40%	55%(2)	5	5	5	5	
		6. Releases Diploma of graduating students in the assigned courses	40%	55%(2)	5	5	5	5	
		7. Prepares and issues certificates of graduation as requested by graduating students of the assigned courses	40%	55%(2)	5	5	5	5	
OUR MFO 2. Evaluation and Authentication Services	**PI 1:** Percentage of scholastic records/credits checked, evaluated, verified, signed and released	1. Prepares certification of authentication and verification of students and alumni	40%	50%(8)	5	5	4	4.66	
		2. Complies verification request of students and alumni for employment purposes.	40%	55%(6)	5	5	4	4.66	
		3. Facilitates and authenticates TOR, diploma and certification of students as requested	40%	55%(26)	5	5	5	5	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	1. Determines and re-computes GPA and prepares list of candidates for Latin Honors							for every 2nd Sem.
OUR MFO 3. Student Records Management Services	**PI 1:** Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Files Certificate of Registration and reports of final grades of students in assigned courses	40%	50%(1,252)	5	5	4	4.66	
		2. Files application for graduation, clearance, approval sheets, transmittal and other documents submitted by the graduating students	40%	55%(220)	5	5	5	5	
OUR MFO 4. Student Records Management Services	**PI 3:** Number of documents acted u	1. Prepares and issues Transcript of Records	40%	55%(345)	5	5	4	4.66	
		2. Prepares and issues Transfer Credentials	40%	55%(57)	5	5	4	4.66	
		3. Prepares and issues certifications	40%	55%(46)	5	5	4	4.66	
		4. Prepares and issues checklist with grades	40%	55%(700)	5	5	4	4.66	
		5. Checks and counter signs documents such as Plan of Course work, readmission, change of degree program and etc. before signature of the Registrar							
		6. Complies school to school request for Official Transcript of Records	40%	55%(36)	5	5	4	4.66	
	PI 5: Percentage of queries served on time	1. Facilitates queries through IP messages, emails and phone calls	40%	55%(25)	5	5	4	4.66	
OUR MFO 5. Frontline Services	**PI 1:** Efficient and customer-friendly frontline service	1. Clients served within the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint					
REG MFO 3: Student Records Management Services	**PI 1:** Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Ensures records room facilities is safe and functional	40%	50%	5	5	5	5	
		2. Ensures records room electrical equipment are off before leaving the office	40%	50%	5	5	5	5	
		3. Secures records room security locks and unathorized entry	40%	50%	5	5	5	5	
		4. Sorts students' permanent records in designated shelves	40%	50%	5	5	4	4.66	
		5. Stores and secures students' permanent records of inactive students to archive shelve	40%	50%	5	5	4	4.66	
		6. Stores and secures students' permanent records of active students to archive shelve	40%	50%	5	5	5	5	
		7. Return and file inactive students permanet records to active shelve upon readmissiion	40%	50%	5	5	5	5	
		8. Records evaluators request to borrow students' permanent records	40%	50%	5	5	5	5	
		9. Retrieves students' permanent records from designated shelves	40%	50%	5	5	4	4.66	
		10. Releases students' permanent records to requesting evaluator	40%	50%	5	5	4	4.66	
		11. Records evaluators return of students' permanent records	40%	50%	5	5	5	5	
		12. Return students' permanent records to designated shelves	40%	50%	5	5	5	5	
	PI 2: Percentage of student information encoded and stored in data base	1. Updates INC grades upon submission of completion of grades form	40%	50%	5	5	4	4.66	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
	PI 3: Number of inactive records scanned and stored in electronic copies	1. Scans students' permanent record pertinent documents							
		2. Stores scanned students' permanent records to systematic electronic records electronic records							
Total Overall Rating					5	5	4.44	4.63	
	Average Rating (Total Over-all rating divided by 4)								

Additional Points:		**Comments & Recommendations for Development Purpose:**
	Punctuality	be allowed and should be given a chance to attend seminars on topics related to his duties and responsibilities.
	Approved Additional points (with copy of approval)	
FINAL RATING		
ADJECTIVAL RATING		

Evaluated and Rated by:

[signature]

MARWEN A. CASTAÑEDA
Unit Head

Date: 7/14/2022

Recommending Approval:

N/A
Dean / Director

Date: _____

Approved by:

[signature]

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 7/18/2022

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
✓	1st	U
✓	2nd	A R
	3rd	T
	4th	E R

Name of Office: <u>Office of the University Registrar</u>

Head of Office: <u>MARWEN A. CASTAÑEDA</u>

Name of Personnel: <u>BARTOLINI, MANUEL C.</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re:evaluation matters	February 14, 2022 April 27, 2022 May 31, 2022 June 21, 2022	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output	April 27, 2022	✓	Responsible Team #2	

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

Conducted by:

MARWEN A. CASTAÑEDA
Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

OFFICE OF THE HEAD OF
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Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2022**
Name of Staff: **MANUEL C. BARTOLINI**   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 improvement of his work accomplishment	⑤	4	3	2	1
12. Willing to be trained and developed	⑤	4	3	2	1

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Page 1 of 2
FM-HRM-26
V0 11-12-2021
No. 009-24

	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		57				
Average Score		4.75				

Overall recommendation   :

MARWEN A. CASTAÑEDA
Printed Name and Signature
Head of Office

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Page 2 of 2
FM-HRM-26
V0 11-12-2021
No. 009 - 26

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BARTOLINI, Manuel C.**
Performance Rating: January to June 2022

Aim: Mr. Bartolini to keep improving his communication skills, gain more knowledge
in software manipulation and his role as designated DRRM focal person in
response to emergencies and to address safety measures in the Office.

Proposed Interventions to Improve Performance:

Date: _February 2022___   Target Date: _June 2022__

First Step: Mr. Bartolini to attend training or opportunity sessions in communication
and in computer skills, as well as in risk reduction management in the office.

Result: Mr. Bartolini was able to attend suggested trainings except of communication
disrupted due to alternative work arrangements which benefits the office.

Date: _____   Target Date: _____

Next Step: _____

Outcome:_____

Final Step/Recommendation:
Mr. Bartolini be allowed to attend trainings/seminars as suggested.

Prepared by:

MARWEN A. CASTAÑEDA
Unit Head

Conforme:

MANUEL C. BARTOLINI
Name of Staff