

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VALERIE Y. VERGIS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.978	x 70%	3.485
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	x 30%	1.500
TOTAL NUMERICAL RATING			4.985

TOTAL NUMERICAL RATING: **4.985**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.985**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


VALERIE Y. VERGIS
Name of Staff

Reviewed by:


ARTHUR IT. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VALERIE Y. VERGIS, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.

Valerie Y. Vergis
VALERIE Y. VERGIS
Administrative Aide III
Date: 19 June 2017

Arthur It. Tambong
ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: 19 June 2017

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2017)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of graduate degree specializations offered and monitored	Documenting/Facilitating	Facilitates graduate degree specializations	4	4	5	4	5	4.7	Soil and Water, Crop Processing, Renewable Energy, Farm Power & Machinery
		PI 2. Total FTE monitored	Documenting/Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.84	2.33	5	5	5	5.0	Total graduate FTE computed in semester
		PI 3. Percentage (%) increase in number of graduate students enrolled	Documenting/Monitoring	Documents/monitors percentage (%) increase in number of undergraduate students enrolled	33.00	37.50	5	4	5	4.7	from 8 students last school year to 11 graduate students.

MFO 2 Higher Education Services	PI 1. Number of FTE coordinated and implemented	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	250.00	263.16	5	5	5	5.0	Total Undergraduate FTE computed in semester
	PI 4. Percentage (%) increase in number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of number of undergraduate students enrolled	5.00	16.33	5	5	5	5.0	CHED K-12 programmed enrollment reduction: 2nd sem, SY 2016-2017 - 114; 1st sem, SY 2016-2017 - 98
	PI 5. Number of undergraduate students who graduated w/in prescribed period	Documenting/ Monitoring	Documents/Monitors graduating students to graduate on time	20	22	5	5	5	5.0	22 undergraduate students graduated within prescribed period
	PI 6. Average percentage (%) passing of first takers in licensure exams in mandated programs	Documenting/ Monitoring	Documents/Monitors AE licensure exam passers	60.00	80.00	5	5	5	5.0	Board examination result for Agricultural Engineering on August 2017
	PI 7. Number of students awarded with scholarship/fellowship/grants	Documenting/ Monitoring	Documents/monitors students with scholarship/fellowship/grants	15	18	5	5	5	5.0	18 undergraduate students awarded with scholarship/fellowship/grants
	PI 8. Number of fresh graduates gainfully employed in jobs related to their undergraduate programs	Documenting/ Monitoring	Documents/Monitors who and how many BSAE fresh graduates gainfully employed in jobs related to their undergraduate programs	15	N/A				N/A	Fresh graduates still attending review classes for board examinations.
	PI 9. Number of undergraduate students awarded with honors/distinction	Documenting/ Monitoring	Documents/Monitors who and how many BSAE undergrad students awarded with honors/distinctions	5	22	5	5	5	5.0	64th Commencement Exercises, 14 June 2017: Diocton, Francis P - Magna Cum Laude; Montañez, Lezandro E. - Cum Laude; Sorrofo, Triana F. - Cum Laude; Layan, Jessie James D. - VSU Most Outstanding Student (2017) and Recipient of VSU Leadership Award (2017); P.SAE Convention: Layan, Jessie James D. - 2017 Outstanding Agricultural Engineering Student (Young Maramba Award); Guatlo, Jucel Marie T. - Phi Delta Outstanding Thesis (Finalist) in Applied Physical and Environmental Sciences, 2nd Place in Department of Agricultural Engineering Best Thesis Award, Regional Tertiary Schools Press Conference-8; Guatlo, Jucel Marie T. - 1st Place (Layout Artist) in Best Magazine, 1st Place (Administrator) in Best Social Networking Sites, 2nd Place (Layout Artist) in Best Special Publication, and 3rd Place (Layout Artist) in Best Literary Folio; 2017 Honors and Awards Convocation, 02 May 2017: College Honors - 4 students, Consistent University Honors - 4 students; Honorees - Graduate Students - Deans List - 2 students

		PI 10. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe / industry in the Department	5	10	5	5	5	5	5.0	PhilRice, PhilMech, DA, OPA, PSAE, UP Los Baños, UP Diliman, PAGASA, JRMSU, MSU GenSan
		Best Practices/New Initiatives										
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5	5.0	Center of Excellence
		Number of AACUP Accreditation prepared	Preparing/ Encoding/ Printing	Prepares documents for AACUP Level III Phase 2	1	1	5	5	5	5	5.0	BSAE Level III Phase 2
		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP	1	1	5	5	5	5	5.0	BSAE Level III Phase 1
		Number of Washington Accord applied	Preparing/ Encoding/ Printing	Prepares documents for Washington Accord application	1	1	5	5	5	5	5.0	Washington Accord Accreditation and Certification
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5	5.0	ISO 9001:2015 Certification
MFO 5	Support to Operations	PI 3. Percentage (%) of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60.00	100	5	5	5	5	5.0	all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students
		PI 6. Additional outputs										
		Number of Classes evaluated for Faculty Evaluation	Facilitating	Conducts student evaluation for Professors/Instructors	20	22	5	5	5	5	5.0	Conducted faculty evaluation at DLABS
MFO 6	General Admin. & Support Services	PI 1. Number of departments and/or service units supervised and monitored	Documenting	Assists in supervising and monitoring one (1) department	1	1	5	5	5	5	5.0	Department of Agricultural Engineering
		PI 4. No. of management meetings conducted	Documenting	Documents/Assists in the meeting	2	2	5	5	5	5	5.0	Regular and Special Meetings

		PI 5. Number of documents attended and served	Documenting	Assists on to be signed and approved documents	370	750	5	5	5	5.0	Incoming and Outgoing documents
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Additional outputs									
		Number of draft documents prepared i.e. memo's, letters, etc.	Preparing documents	Prepares draft documents i.e. memo's, letters, etc. to be checked and finalized by the supervisor	10	15	5	5	5	5.0	Memo, letters, etc
		Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	20	5	5	5	5.0	projected workloads, actual workload, individual workloads, summary faculty workloads
		Number of Enrollment Form distributed to students	Service	Distributes student enrollment form	80	120	5	5	5	5.0	120 enrollment forms distributed
		Number of Copy of Grades distributed to students	Service	Distributes student copy of grades	140	150	5	5	5	5.0	150 student's copy of grades distributed
		Number of lecture notes/teaching manuals/IM's reproduced	Service	Reproduces lecture notes/teaching manuals/IM's for faculty	5	15	5	5	5	5.0	15 sets of lecture notes/teaching manuals/IM's reproduced
		Number of documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	30	5	5	5	5.0	30 sets of quizzes/exams/ laboratory exercises, etc reproduced (averaging 60pcs per set)
		Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVPI	Service	Reproduces Teaching Performance Evaluation Forms	1,500	2,400	5	5	5	5.0	2400 sets of Teaching Performance Evaluation (2 pages per set)

		Number of syllabus/ course outline reproduced	Service	Reproduces syllabus/course outlines	15	25	5	5	5	5.0	25 sets of course outlines/syllabus reproduced (averaging 30 pages per set)
		Number of varied blank forms reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	15	5	5	5	5.0	15 types of blank forms reproduces/stocked ready to be served to clients
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	150	250	5	5	5	5.0	250 outgoing documents
Number of Performance Indicators Filled-up							31				
Total Over-all Rating							154.333				
Average Rating							4.978				
Adjectival Rating							Outstanding				

Received by:

[Signature]

Planning Officer

Date: _____

Calibrated by:

[Signature]

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

[Signature]

BEATRIZ S. BELONIAS, Ph.D

Vice Pres. for Instruction

Date: _____

Approved:

[Signature]

EDGARDO E. TULIN, Ph.D.

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2017

Name of Staff: Valerie Y. Vergis Position: Admin. 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.

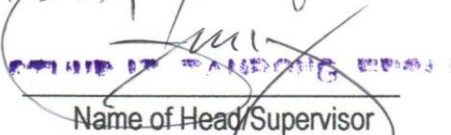
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
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	60				
Average Score	5.0				

Overall recommendation

: Very highly dependable. Performance exceeds way above of what is expected of her


Name of Head/Supervisor