



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RYAN JOHNSON B. VECINA (JULY - DECEMBER 2022)

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|--|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.62 | 70% | 3.234 |
| 2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments | 4.42 | 30% | 1.326 |
| TOTAL NUMERICAL RATING | | | 4.56 |

TOTAL NUMERICAL RATING: 4.56

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: 4.56

Prepared by:

RYAN JOHNSON B. VECINA

Name of Staff

Reviewed by:

EDGARDO E. TULIN

Department/Office Head

Recommending Approval:

EDGARDO E. TULIN

Immediate Supervisor

Approved:

EDGARDO E. TULIN

President

RYAN JOHNSON B. VECINA

Ratee

EDGARDO E. TULIN


Head of Office


[illegible]

| | | |
|---|--|--|
| Average Rating (Total Over-all rating) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| Final Rating | | |
| ADJECTIVAL RATING | | |


| |
|---|
| Comments & Recommendation for Development Purpose |
| |

Recommending approval:


EDGARDO E. TULÍN
 Head, VMO
 Date: _____


EDGARDO E. TULÍN
 University President

Approved by:


EDGARDO E. TULÍN
 University President
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING FORM

Exhibit I


Name of Employee: RYAN JOHNSON B. VECINA

| 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 | Conducts and fetches the President from and to any point in Manila | Serves the president while on official travel to Manila | Various dated July to December 2022 | Within July to December 2022 | Within July to December 2022 | Very Impressive | Outstanding | Served the President |
| 2 | Maintains the vehicle assigned in VSU-Manila | Keeps the vehicle clean and in good running condition | Various dated July to December 2022 | Within July to December 2022 | Within July to December 2022 | Very Impressive | Outstanding | Vehicle is maintained and in good running condition |
| 3 | Assists in the maintenance of the cleanliness and orderliness of the surroundings of the building | Kept and maintained the cleanliness and orderliness of the surroundings of the building | Various dated July to December 2022 | Within July to December 2022 | Within July to December 2022 | Very Impressive | Outstanding | Surroundings kept clean always |
| 4 | Delivery of various documents submitted to CHED/NTC/UNIFAST & other offices | Delivered and submitted to the said offices | Various dated July to December 2022 | Within July to December 2022 | Within July to December 2022 | Very Impressive | Outstanding | Successfully delivered and submitted |
| 5 | Assists the VMO Staff in the procurement activities of VSU-MO | Purchased items/units transported to office. | Various dated July to December 2022 | Within July to December 2022 | Within July to December 2022 | Very Impressive | Outstanding | Supplies/materials transported to office . |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


EDGARDO E. TULIN
 Head of Office



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2022

Name of Staff: RYAN JOHNSON B. VECINA

Position: Admin. 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/his 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 | | 53 | | | | |
| 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 | | 53/12 | | | | |
| Average Score | | 4.42 | | | | |

Overall recommendation :


EDGARDO E. TULIN
Head, VMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYAN JOHNSON B. VECINA
Performance Rating: OUTSTANDING

Aim: To maximize the productivity potential of the staff

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: January 2022-June 2022

First Step:

Discussion on how to minimize tardiness and absences in reporting to office

Result:

Occurrences of tardiness and absences of staff was minimal. Staff reports to office on or before time.

Date: May 2022

Target Date: July 2022 - December 2022

Next Step:

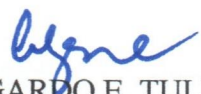
To keep safe and comfortable VSU Officials and other guests travelling on official business to Manila

Outcome: VSU Officials and/or guests were safely and comfortable transported to destination.

Final Step/Recommendation:

Attendance to seminar to enhance driving skills and personality development specially on good manners and conduct.

Prepared by:


EDGARDO E. TULIN
Unit Head

Conforme:


RYAN JOHNSON B. VECINA
Name of Ratee/Staff