

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(July 1 – December 31, 2018)

Name of Administrative Staff: DALISAY F. ANDRES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75 <i>af</i>	4.75 x 30% <i>af</i>	1.43 <i>af</i>
TOTAL NUMERICAL RATING			4.81 <i>af</i>

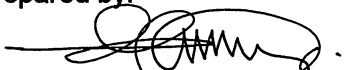
TOTAL NUMERICAL RATING: 4.81 *af*

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.81 *af*

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**DALISAY F. ANDRES**  
Name of Staff

Approved by:

  
**DILBERTO O. FERRAREN**  
Office Head

## Office of the Vice-President for Planning, Resource Generation and External Affairs (OVPPRGEA)

  
**DALISAY F. ANDRES**  
Ratee

  
**DILBERTO O. FERRAREN**  
Head of Unit

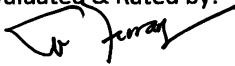
MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
						Q1	E2	T3	A4	
UNIVERSITY MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES										
OVPPRGEA MFO 1. ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI.1	Efficient & Customer-friendly frontline service	Served clients with	zero complaint	zero complaint					
	PI.2a	<i>Effectively acted on time administrative and financial documents</i>								
		* Number of administrative & financial documents prepared & processed (OIC, DTR, Leave Application, Travel Order, etc.)	Preparation of government standard forms	30	162	5	5	5	5.00	
		* Number of meetings/seminars/ trainings/ workshops/Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conf.	2	15	5	5	5	5.00	CHED-HEMIS, PRIME- HRM (3), SPMS, GSIS, IGP/ STF, Sportsfest, Perf. Targeting WS, PIP/ TRIP, Organ'l Structure/ HRIS, Land-Use
	2b.	<i>Records Management:</i>								
		* Number of Communications & Other documents filed and retrieved	Information and Records Management	30	75	5	5	5	5.00	
		* Number of pages of communications & other documents printed and filed		50	150	5	5	5	5.00	
		* Number of IP Messages downloaded and printed		20	48	5	5	5	5.00	
		* Number of emails downloaded and filed		20	77	5	5	5	5.00	
		* Number of pages of materials sorted and collated needed for the workshop/ orientation and/or meetings		100	650	5	5	5	5.00	ROSSSS, Strat Plan, WFP, Organ'l Structure
		<b>Sub-Total</b>						<b>5.00</b>		

OVPPRGEA MFO 2. PLANNING, MANAGEMENT AND MONITORING SERVICES	PI.1	Proactive submission of university reports, plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report	Preparation of Plans and Reports							
		* CHED-HEMIS Data Collection for Normative Financing for the year 2018	Submit final CHECKS-HEMIS data online for 2018	1	5	5	5	5	5.00	
		* Number of CHED-HEMIS filled-up forms for online submission to CHED		5	18	5	5	5	5.00	
		* Number of CHED-HEMIS data collected from different offices	Consolidated and finalized data for submission to CHED	2	4	4	5	5	4.67	ODA-HRD, OVPI, PRPEO, OP
		* Number of VSU Annual Report distributed to offices & external campuses	Distribution	40	82	5	5	5	5.00	2016 Annual Report
	PI.2	Efficient Planning and Monitoring Services								
		* Strategic Planning Workshop	Facilitator/Secretariat	1	1	4	5	5	4.67	July 31, 2018
		* Work and Financial Plan Workshop	Facilitator/Secretariat	1	1	4	5	5	4.67	Aug. 16, 2018
		* Organization Structure Workshop	Facilitator/Secretariat	1	3	4	5	5	4.67	July 30, 2018      Aug. 16, 2018 Nov. 19, 2018
	PI.3	Performance Management Team Services								
* Number of OPCR Evaluation monitored and facilitated			20	51	5	5	4	4.67		
		Sub-Total						4.79		
OVPPRGEA MFO 3. RESOURCE GENERATION SERVICES	P1.1	Review of Income Generating and STF Projects	Submit transcription report for Income Generating and STF Projects	1	1	5	4	4	4.33	
		* Number of Income Generating and STF Projects recorded and transcribed	IGP & STF Proceedings	15	61	5	5	4	4.67	31 for 2017      30 for 2018
		* Number of pages of Income Generation and STF Projects printed and reproduced	Consolidated IGP and STF Projects report	50	120	5	5	5	5.00	
		* Number of Financial Report & Subsidiary Ledger collated & compiled	IGP & STF Projects	20	44	5	4	5	4.67	11 for IGP      33 for STF
		Sub-Total						4.67		

OVPPRGEA MFO 4. INNOVATIONS & BEST PRACTICES MANAGEMENT SERVICES	PI.1	IGP, Housing and related activities for improvement								
		Number of VSU faculty & staff Clearance countersigned	Faculty & staff cleared from IGP/STF projects & housing	3	29	4	5	5	4.67	
		Sub-Total							4.67	
OVPPRGEA MFO 5. OTHER SERVICES	PI.1	Other functions assigned by the immediate/higher supervisor								
		* Number of phone calls and queries acted on time from clientele	* Answers calls and queries to clientele with regards to office work	20	55	5	5	5	5.00	
		Sub-Total							5.00	
Total Over-all Rating									24.13	

Average Rating (Total Over-all Rating Divided by 5)		4.83
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose:
Training in Planning and Office Management

Evaluated & Rated by:  
  
**DILBERTO O. FERRAREN**  
Vice-Pres. for Planning , Resource  
Generation & External Affairs

Approved by:  
  
**DILBERTO O. FERRAREN**  
Vice-Pres. for Planning, Resource  
Generation & External Affairs

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2018

Name of Staff: DALISAY F. ANDRES

Position: Administrative Assistant II

**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		(57)				

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		28/A				
Average Score		4.75				

Overall recommendation : \_\_\_\_\_



DILBERTO O. FERRAREN

Vice-President for Planning, Resource Generation &  
External Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dalisay F. Andres  
Performance Rating: July - December 2018

Aim: Enhanced delivery of clerical work and other administrative services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2018 Target Date: September 2018

First Step:  
Trainings, seminars and updating of databases and proper record filing.

Result:  
Clients and stakeholder are satisfied with clerical services.

Date: October 2018 Target Date: December 2018

Next Step:  
To attend Human Resource Information System Development Workshop

Outcome:  
Identify data requirements; systems required; digitized/systematized office forms and unify data of employees.

Final Step/Recommendation:  
Training /workshops related to planning and management.  
Continue attendance on relevant forums and seminars to improve administrative delivery

Prepared by:



**DILBERTO O. FERRAREN**

Vice-President for Planning, Resource  
Generation and External Affairs

Conforme:



**DALISAY F. ANDRES**  
Administrative Assistant II