

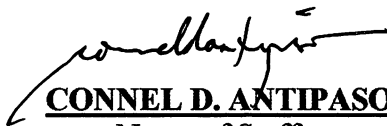
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
JANUARY – JUNE 2018

Name of Administrative Staff: CONNEL D. ANTIPASO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	0.70	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	0.30	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.95  
ADJECTIVAL RATING: 0

Prepared by:

  
CONNEL D. ANTIPASO  
Name of Staff

Reviewed Approved by:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction




Visayas State University  
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION  
Visca, Baybay City, Leyte

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **CONNEL D. ANTIPASO**, Admin. Officer II, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

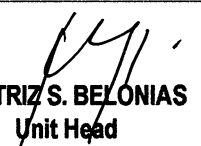

  
**CONNEL D. ANTIPASO**  
Admin Officer II

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	50	50	4	5	5	4.67		
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	65	119	5	5	5	5.00		
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	35	52	5	5	5	5.00		
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members and facilitated endorsement CHEDRO8 and BOR		2	5	5	5	5.00		
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members		27	5	5	5	5.00		
	Number of curriculum programs subjected to regional evaluation	Facilitated ocular inspection visit, logistics, accommodation and other documents needed		18	5	5	5	5.00		
	Number of curriculum programs applying for Certificate of Program Compliance (COPC)	Facilitated/Provided documents needed for COPC application		3	5	5	5	5.00		

	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects	45	62	5	5	5	5.00	
		Computed fees for the offering of unscheduled subjects	45	62	5	5	5	5.00	
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors	7%	-10%	4	4	5	4.33	
		Prepared medals for the corresponding latin honors given during Commencement Exercises	50	140	5	5	5	5.00	
		Percentage of facilitative work for the 63 <sup>rd</sup> Commencement Exercises	85%	99%	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examination	Sent out invitations to placers of PRC licensure examination for recognition during the Commencement Exercises	1	3	5	5	5	5.00	
		Prepared medals for placers of PRC licensure examination given during Commencement Exercises	1	6	5	5	5	5.00	
		Scouted and sent out communications to possible donors for medals and cash incentives for placers of PRC licensure examination given during Commencement Exercises	1	2	5	5	5	5.00	
<b>OVPI MFO 2. Student Management Services</b>									
	PI 5: Number of undergraduate students awarded with honors/distinction	Facilitated certificates of recognition for signature of the Vice President for Instruction	300	385	5	5	5	5.00	
<b>UMFO 5. Support to Operations (STO)</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Attended requests of faculty pursuing PhD program	50	76	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored	Attended requests of faculty pursuing MS program	20	101	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs on time	Facilitated documents submitted by returning/graduated scholars	4	45	5	5	5	5.00	
	PI 2: Number of faculty availing of scholarships	Attended requests of faculty on study leave	50	177	5	5	5	5.00	
	<i>VSU Fellowship/Financial Assitanship</i>			36					
	<i>National CHED</i>			65					
	<i>DOST</i>			69					
	<i>International</i>			7					
	PI 3: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings,seminars, conferences, workshops and/or fora	50	154	5	5	5	5.00	
	<i>Local</i>								
	<i>Regional</i>			20					
	<i>National</i>			80					
	<i>International</i>			54					

<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>										
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Facilitated teaching demo of departments recruiting/hiring faculty	15	27	5	5	5	5.00		
		Scheduled meetings of Academic Personnel Board to deliberate hiring/recruitment of applicants	5	10	5	5	5	5.00		
		Facilitated request of APB re lacking documents of the faculty to be hired/recruited and other needs of the Board	20	41	5	5	5	5.00		
<b>OVPI MFO 3. Faculty Evaluation Services</b>										
<b>OVPI MFO 4. Admission &amp; Registration Services</b>										
	PI 2: Number of students enrolled and validated within scheduled regular registration period	Scheduled meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	1	2	5	5	5	5.00		
		Attended requests of students related to admission/enrolment	6	13	5	5	5	5.00		
<b>OVPI MFO 6. Library Services</b>										
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Scheduled meetings and sent out notices of meetings of the University Library Committee	1	1	4	5	5	4.67		
		Sent out notice of meetings to Committee members	11	11	5	5	5	5.00		
<b>OVPI MFO 8. Program and Institutional Accreditation Services</b>										
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		NA	NA						
	PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		NA	NA						
<b>UMFO 6. General Administration and Support Services (GASS)</b>										
<b>OVPI MFO 1. Administrative and Facilitative Services</b>										
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	30	62	4	5	5	4.67		
	PI 2: Number of university committees/boards/council chaired & coordinated	Assisted/Facilitated the different committees of the university	4	4	5	5	5	5.00		
	PI 7: Percentage of newly hired faculty oriented with university policies and procedures	Facilitated requests of toffices relative to the orientation of newly hired faculty	3	5	5	5	5	5.00		
<b>OVPI MFO 2. Frontline Services</b>										
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	no complaint	5	5	5	5.00		
Total Over-all Rating					156	159	160	158		
Average Rating					4.88	4.97	5.00	4.95		
Adjectival Rating					Outstanding					

Average Rating (Total overall rating divided by 4)		<b>Comments &amp; Recommendations for Development Purpose:</b> Should attend to trainings that will help improve the delivery of performance and clientele satisfaction.	
Additional Points: Punctuality Approved additional points (with copy of approval)			
FINAL RATING			4.96
ADJECTIVAL RATING			OUTSTANDING

<b>Evaluated and Rated by:</b>	<b>APPROVED:</b>
 <b>BEATRIZ S. BELONIAS</b> Unit Head Date: _____	 <b>BEATRIZ S. BELONIAS</b> Vice President for Instruction Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018  
Name of Staff: CONNEL D. ANTIPASO Position: Admin Officer 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		59 ÷ 12 = 4.92				
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						

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

  
**BEATRIZ S. BELONIAS**  
Name of Head

Administrative and Management

The following is a list of the administrative and management functions of the organization, which are organized into a hierarchy of functions and sub-functions.

Function	Sub-function
1. Administration	1.1. General Administration
2. Management	2.1. General Management
3. Finance	3.1. General Finance
4. Marketing	4.1. General Marketing
5. Production	5.1. General Production
6. Distribution	6.1. General Distribution

7. Research and Development	7.1. General Research and Development
8. Human Resources	8.1. General Human Resources
9. Information Systems	9.1. General Information Systems
10. Legal Affairs	10.1. General Legal Affairs
11. Public Relations	11.1. General Public Relations
12. Environmental Affairs	12.1. General Environmental Affairs
13. Safety and Health	13.1. General Safety and Health
14. Quality Management	14.1. General Quality Management
15. Compliance	15.1. General Compliance
16. Audit	16.1. General Audit
17. Internal Control	17.1. General Internal Control
18. Risk Management	18.1. General Risk Management
19. Crisis Management	19.1. General Crisis Management
20. Sustainability	20.1. General Sustainability

21. Social Responsibility	21.1. General Social Responsibility
22. Governance	22.1. General Governance
23. Ethics	23.1. General Ethics
24. Anti-Corruption	24.1. General Anti-Corruption
25. Data Protection	25.1. General Data Protection
26. Cybersecurity	26.1. General Cybersecurity
27. Intellectual Property	27.1. General Intellectual Property
28. Tax	28.1. General Tax
29. Customs	29.1. General Customs
30. Insurance	30.1. General Insurance



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO  
Performance Rating: \_\_\_\_\_

Aim: To efficiently assist the Vice President in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

Attendance to trainings that will help improve the delivery of performance and clientele satisfaction.

Result:

Acquired skills and knowledge from the training.


Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:


Outcome: Progression of the implementation of academic program of the university.

Final Step/Recommendation:

Prepared by:

  
**BEATRIZ S. BELONIAS**  
Unit Head

Conforme:

  
**CONNEL D. ANTIPASO**  
Admin. Officer II

1950

UNITED STATES  
DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY

Washington, D.C.

OFFICE OF THE CHIEF, BUREAU OF PLANT INDUSTRY  
WASHINGTON, D.C.

TO THE DIRECTOR, BUREAU OF PLANT INDUSTRY  
FROM THE CHIEF, BUREAU OF PLANT INDUSTRY

Subject: [Illegible]

Reference: [Illegible]

10/1/50

[Illegible text]

[Illegible]

[Illegible]

[Illegible text]

[Illegible text]

[Illegible]

[Illegible text]

Very truly yours,  
[Illegible Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY

10/1/50

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPI

Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: CONNEL D. ANTIPASO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular monitoring of progress of preparation & submission of required reports				Improvement in the process & delivery of services
Coaching	Discuss with staff possible mechanisms or actions to facilitate operations of the office				Improvement in the process & delivery of services

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

Conducted by:

BEATRIZ S. BELONIAS  
Immediate Supervisor

Noted by:

EDGARDO E. TULIN  
Next Higher Supervisor

1941-1942

1941-1942

1941-1942

1941-1942

1941-1942

1941-1942

1941-1942

1941-1942