



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period: January – June 2020

Name of Administrative Staff:

CONNEL D. ANTIPASO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			<u>4.951</u>

TOTAL NUMERICAL RATING:

4.951

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.951


FINAL NUMERICAL RATING

4.951

ADJECTIVAL RATING:

"O"

Prepared by:


CONNEL D. ANTIPASO
Name of Staff

Reviewed by:



BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

NA

Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Instruction** 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, 2020.


CONNEL D. ANTIPASO
Education Program Specialist II

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom- plishment	Rating				Remarks	
					Q ¹	E ²	T ³	A ⁴		
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	32	32	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	25	63	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	10	20	5	5	5	5.00		
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members and facilitates endorsement CHEDRO8 and BOR	1	3	5	5	5	5.00	Only AB Philo was approved for implementation	

	PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of COPC	2	5	5	5	5	5.00	BSAB, BSF, BSFT, DVM BSStat
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	20	70	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;	1	2	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;	45%	90%	5	5	5	5.00	For Mech'l Engineering only
OVPI MFO 2. Student Management Services									
	PI 3: Number of undergraduate students awarded with honors/distinction	Facilitated signature of the Vice President for Instruction on the certificates of recognition	200	348	5	5	5	5.00	
		Facilitated preparation of medals for latin honors during Commencement Exercises	20	29	5	5	5	5.00	
	PI 4: Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected and summarized graduate tracer data needed for PMT perusal	45%	50%	5	5	5	5.00	Only for 1 st & 2 nd quarters
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	5	14	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	5	15	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	3	5	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	10	15	5	5	5	5.00	
	PI 3 Number of faculty granted with internal fellowship grants		15	15	4	5	5	4.67	
	PI 5: Number of faculty sent for	Facilitated requests of faculty attending	25	44	5	5	5	5.00	

	trainings, seminars, conferences	trainings, seminars, conferences, workshops and/or fora							
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of departments recruiting/hiring of faculty	10	16	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 4. Admission & Registration Services									
	PI 2: Percentage 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	3	5	5	5	5.00	
OVPI MFO 5. Guidance and Counseling & Support to Students Services									
OVPI MFO 6. Library Services									
	PI 1: Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Scheduled meetings and sent out notices of meetings of the University Library Committee	1	0	4	4	4	4.00	Did not push through due to conflict of schedule
OVPI MFO 7. Distance Education Services									
OVPI MFO 8. Program and Institutional Accreditation Services									
	PI 1: Number of degree program specializations which passed AACCUP accreditation/evaluation of at least Level 1	Facilitated requests of the different colleges, departments, faculty and staff	NA						
	PI 2: Number of degree programs issued with COPC	Coordinated with CHEDRO8 re documents needed; facilitates request of the different departments offering degree programs	3	5	5	5	5	5.00	
	PI 3: Percentage of completion of documents compliant to ISO evaluation	Facilitated implementation of procedure manual in compliance to ISO evaluation	75%	86%	5	5	5	5.00	
OVPI MFO 9. Development Broadcasting & Communication Services									
UMFO 6. GASS									

OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinates	Facilitated requests of the different colleges, departments, faculty and staff	30	75	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Assisted/Facilitated requests of the different committees of the university	32	38	5	5	5	5.00	
		Participated in the university committees for appropriate action such as NAPB, LSUADPA BOD, QS, Academic & Admin Awards and other task force	3	10	5	5	5	5.00	
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1380	1800	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	3	5	5	5	5.00	
	PI 6: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Facilitated endorsement of proposals for action by the UADCO and BOR	1	3	5	5	5	5.00	
		Computed/Prepared work overload pay for teaching of qualified faculty members including all the component colleges		207	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitors academic units to ensure customer-friendly front liners	10	10	4	5	5	4.67	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
Best practices/new initiatives									
						Total Over-all Rating		153.01	
						Average Rating		4.93	

Average Rating (Total Over-all rating divided by 4)		4.93	Comments and Recommendations for Development Purpose: <i>Very efficient in her work</i>
Additional Points:			
Approved Additional points (with copy of approval)	XX		
FINAL RATING		4.93	
ADJECTIVAL RATING			

Evaluated and Rated by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.

Unit Head

Approved by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.

Vice President for Instruction

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: CONNEL D. ANTIPASO Position: EPS 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		60/12				

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		5.00				

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office

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

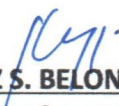
Number of Personnel: CONNEL D. ANTIPASO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		meeting to discuss how to make more efficient operations of the office			
Coaching					

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

Conducted by:

Noted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor


EDGARDO E. TULIN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO
Performance Rating: _____

Aim: To efficiently assist the Vice President for Instruction 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: January 2020 Target Date: January – June 2020

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: January 2020 Target Date: January – June 2020

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:


Improved delivery of services among clientele in the day to day transactions in the office.


Final Step/Recommendation:

Participate in webinar to enhance the skills in the performance of functions needed in the delivery of services at OVPAA.

Prepared by:

Conforme:


CONNEL D. ANTIPASO
Educ. Prog. Spec. II


BEATRIZ S. BELONIAS
Unit Head