



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.474
<b>TOTAL NUMERICAL RATING</b>			<b>4.953</b>

TOTAL NUMERICAL RATING: 4.953

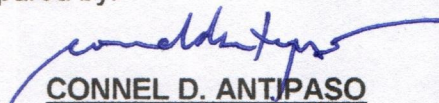
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: \_\_\_\_\_

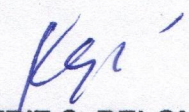
FINAL NUMERICAL RATING 4.953

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**CONNEL D. ANTIPASO**  
Name of Staff 1/19/24

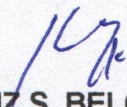
Reviewed by:

  
**BEATRIZ S. BELONIAS**  
Department/Office Head 1/22/24

Recommending Approval:

N/A  
Dean/Director

Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President 1/22/24




“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Academic Affairs** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2023.

  
**CONNEL D. ANTIPASO**  
 Education Program Specialist II  
*1/19/24*

Approved:

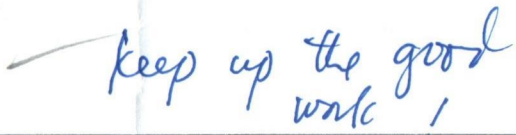
  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
*1/19/24*

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Acco- m- plishm- ent	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	27	27	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	20	32	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							Target already attained during Jan-


		members & endorsement to CHEDRO8/BOR							June 2023
	PI 3: Number of existing curricula subjected to RQAT evaluation/CHED assessment and monitoring and issued COPC	Facilitated evaluation of curricular programs compliance to RQAT evaluation and issuance of COPC							Target already attained during Jan-June 2023
<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) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	8	49	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	10	15	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs	Facilitated documents submitted by returning/graduated scholars	3	12	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	8	14	5	5	5	5.00	
	PI 3 Number of faculty granted with internal fellowship grants								
	PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings/seminars/conferences/workshops	32	19	5	5	5	5.00	
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of hiring faculty	10	59	5	5	5	5.00	
<b>OVPI MFO 3. Faculty Evaluation Services</b>									
<b>OVPI MFO 4. Registration Services</b>									
	PI 1: Percentage increase in number of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Facilitates collection and summarization of data on enrolment as input to the quarterly physical report of operation of the university's accomplishments	70.66%	85.54%	5	5	5	5.00	13,333/15,586
	PI 2: Percentage passing of 1 <sup>st</sup> time takers in the licensure board examinations	Facilitates collection of data of licensure board examination as input to the quarterly physical report of operation of the university's	60.60%	73.65%	5	5	5	5.00	735/998



		accomplishments							
	PI 3: Percentage of graduates (2 years prior) who are employed	Facilitates collection of graduate tracer data as input to the quarterly physical report of operation of the university's accomplishments	47%	85.36%	5	5	5	5.00	478/560
	PI 4: Number of students enrolled and validated within scheduled regular registration period	Facilitates approval for the offering of unscheduled subjects and computing the amount required for payment	20	22	5	5	5	5.00	
	PI 3: Number of undergraduate students awarded with honors/distinction	Facilitates meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	2	3	5	5	5	5.00	
		Facilitates preparation of medals for latin honors during Commencement Exercises and 2 board placers for Nurses and Agriculturists	40	382	5	5	5	5.00	
		Facilitates meetings in preparation for the Commencement Exercises	1	2	5	5	5	5.00	
<b>OVPI MFO 7. Distance Education Services</b>									
	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled and facilitated meetings of offices involved in enrolment process to plan out for smooth enrolment procedures in preparation for the opening of classes	1	2				5.00	
<b>OVPI MFO 8. Program and Institutional Accreditation Services (no longer under OVPA)</b>									
<b>UMFO 6. 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	40	40	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Participated in the university committees for appropriate action such as Honors' & Awards, Curriculum Review, Faculty & Staff Sportsfest, Team OVPA, CAN matters	3	5	5	5	5	5.00	
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1380	1420	5	5	5	5.00	
		Computed overload pay for 1 <sup>st</sup> Sem, 2021-2022 of 160 faculty	50	115	5	5	5	5.00	
	PI 5: Number of personnel policies	Facilitated endorsement of proposals for action							Target already

	reviewed and endorsed to UADCO & approved by BOR	by the UADCO and BOR							attained during Jan-June 2023	
	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		
<b>OVPI MFO 2. Frontline Services</b>										
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00		
<b>Best practices/new initiatives</b>										
					Total Over-all Rating		108.00	110.00	110.00	109.34
					Average Rating					4.97
<b>Additional Points:</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>					4.97					
<b>ADJECTIVAL RATING</b>					OUTSTANDING					

Evaluated and Rated by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Unit Head 1/22/24

1 – Quality

2 – Efficiency

3 – Timeliness

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice President for Academic Affairs 1/22/24

4 - Average





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July - December 2023

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
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.916				

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

**BEATRIZ S. BELONIAS**  
 Printed Name and Signature  
 Head of Office 1/27/24