



**Annex P**

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

Name of Administrative Staff: **VICTOR S. NERI**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING:

4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.89

ADJECTIVAL RATING:

Outstanding

Prepared by:

VICTOR S. NERI  
Name of Staff

Reviewed by:

ROTACIO S. GRAVOSO  
Department/Office Head

Recommending Approval:

N/A

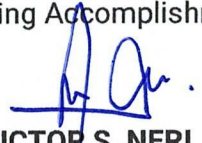
Dean/Director

Approved:


ROTACIO S. GRAVOSO  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **VICTOR S. NERI**, 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 **MAY-NOVEMBER 2024**.

  
**VICTOR S. NERI**  
Administrative Assistant V  
11/29/24

APPROVED:

  
**ROTACIO S. GRAVOSO**  
Head of Unit  
11/29/24

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2. Higher Education Services									
OVPAAs MFO 2: Graduate Student Management Services									
	PI 2. Number of curricular proposals reviewed, approved and offered	Facilitates in monitoring curricular revisions of the degree programs by the academic department and units	25	36	5	5	5	5	The UCC conducted the curricular proposals on Nov. 15, 21, 22 at the Smart Classroom. (OVPAAs NoM No. 023-a)
	PI 3. Number of existing curricula subjected to RQAT evaluation/CHED assessment and monitoring and issued COPC	Assists academic department in their application of COPC and arrange meetings with the VPAA and QAC for COPC application.	35	42	5	4	4	4.3	All academic units including the VITA Campuses
UMFO 5. Support to Operations (STO)									
OVPAAs MFO1. Faculty Development Services									
	PI 1. Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Monitors data on the number of faculty pursuing PhD for the quarterly report of the university	4	4	5	5	4	4.6	Tasked to consolidate the BAR Data for DBM submission

	PI 1.1. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Monitors data on the number of faculty pursuing MS for the quarterly report of the university	4	4	5	5	4	4.6	
	PI 6. Number of VSFC-AS meetings conducted	Arranges schedule of the VSFC-AS meetings and the time availability of the committee members	10	16	5	5	5	5	

**OVPA MFO 2: Faculty Recruitment/Hiring Services**

	PI 1. Number of faculty recruited/hired with at least master's degree	Assigns APB representative for the teaching demo and interview of the applicants in the Main Campus and the VITA Campuses	30	47	5	5	5	5	
	PI 2. Number of APB meetings conducted	Arranges schedule of the APB meetings and the time availability of the committee members	10	17	5	5	5	5	

**OVPA MFO 4: Registration Services**

	PI 2. Percentage passing of first-time takers in licensure exams	Quarterly monitors data for submission of the BAR data of the university	4	4	5	5	5	5	
	PI 4. Percentage of students enrolled and validated within scheduled regular registration period.	Assists students in their enrollment process for the approval of their certificate of enrollment	50	63	5	5	5	5	

**UMFO 6. General Administration and Support Services (GASS)**

**OVPA MFO 1: Administrative and Facilitative Services**

	PI 1. Number of colleges, departments & support units supervised	Coordinates with the academic departments and units in their	40	42	5	5	5	5	
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		submission of the ff: budget, priority projects and plan, curricular revisions, etc.							
	PI 2. Number of management meetings conducted	Arranges the regular meetings of all academic heads and ensures success of the regular meetings	10	27	5	5	5	5	Notice of Meeting-27
	PI 3. Number of documents acted	Attends to all document forwarded by the VPAA and OP to be multicast thru email as well as assists request of students and faculty members.	50	75	5	5	5	5	
	PI 4. Number of memoranda prepared	Drafts memorandum circular and memorandum order in OVPAA and OP	50	69	5	5	5	5	Memo Circular-30 Memo Order-39
	PI 5. Number of memoranda issued	Multicasts all memorandum through email to all persons involved	50	69	5	5	5	5	Memo Circular-30 Memo Order-39
	PI 6. Number of university committees/ boards/council chaired & coordinated	Assists and arranges committee meetings as well as taking of notes	20	29	5	5	5	5	
	PI 8. Number of frontline academic services monitored and ensured to be customer friendly & efficient citizen charter posted conspicuously	Assist and facilitate request of students and faculty for their appointment with the VPAA	30	52	5	5	5	5	
			TOTAL OVERALL RATING			100	98.75	96.25	98.33
			AVERAGE RATING			5	4.94	4.81	4.92
			FINAL RATING						
			ADJECTIVAL RATING						
Comments & Recommendations for Development Purposes:									
With high level of competence and easy to get along well with clients of OVPAA.									

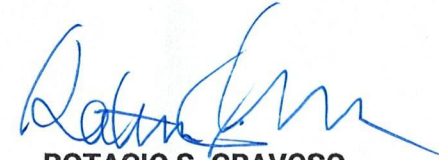
Evaluated and rated by:



**ROTACIO S. GRAVOSO**  
Office Head

Date: November 29, 2024

APPROVED:



**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

Date: November 29, 2024

1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average

## EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: VICTOR S. NERI  
PERFORMANCE RATING: \_\_\_\_\_

AIM: To efficiently and accurately deliver the needed services to clienteles consistently and systematically according to the standard operating procedure set by the office

### Proposed Interventions to Improve Performance

Date : May, 2024

Target Date: May-November, 2024

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make suggestions/propose solutions of the encountered problems

Date : May, 2024

Target Date: May-November, 2024

Next Step : Update on existing procedures and policies to answer queries, facilitate, review and validate documents for appropriate action by the Vice President for Academic Affairs.

Outcome : Teachable, can easily comprehends, knowledgeable and articulate in answering queries, consistent and accurate in reviewing of documents.

Final Step/ Recommendation:

Participate in webinars/trainings to enhance the skills in the Performance of functions needed in the delivery of services at OVPA.

Prepared by:



**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Conforme:



**VICTOR S. NERI**

Ratee/ Administrative Assistant V



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: May - November 2024

Name of Staff: VICTOR S. NERI

Position: Administrative Assistant V

**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		54				
<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		N/A				
Average Score		45.24 4.83				
Overall recommendation:						

  
**ROTACIO S. GRAVOSO**  
 Immediate Supervisor