


## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VELMA P. BONTUYAN ( JAN-JUNE 2019)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (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	4.94	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

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

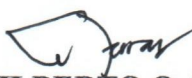
Prepared by:

  
**VELMA P. BONTUYAN**  
Name of Staff

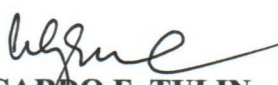
Reviewed by:

  
**DILBERTO O. FERRAREN**  
Department/Office Head

Recommending Approval:

  
**DILBERTO O. FERRAREN**  
Immediate Supervisor

Approved:

  
**EDGARDO E. TULIN**  
President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **VELMA P. BONTUYAN** of the Visayas State University, Manila Office, 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-June 2019.

  
**VELMA P. BONTUYAN**

Ratee

Approved:

  
**DILBERTO O. FERRAREN**

Supervisor

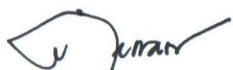
Univ. MFO & PAP's	VMO MFO	Success Indicators	Task Assigned	Target January-June 2019	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>MFO 6: General Admin and Support Svcs</b>	<b>VMO MFO 1</b>	Zero complaints from clients	Clients served effectively and efficiently	95%	<b>100%</b>	5	5	5	5	
		100% Supervision of three staff	Supervisory Services	95%	<b>100%</b>	5	5	5	5	
		100% linkages established and maintained	Liaisoning Services	90%	<b>100%</b>	5	5	4	<b>4.67</b>	
		Representations and attendance to meetings, conferences and others	Liaisoning Services	15 agencies	<b>22 linkages</b>	5	5	5	5	
		100% submission of administrative and financial documents compliant to Accounting and COA Rules and Regulations	Administrative Services	95%	<b>100%</b>	5	5	4	<b>4.67</b>	
	<b>VMO MFO 2</b>	100 % Planning , Monitoring and Coaching of Staff relative to administrative functions and services	Managerial Services	90%	<b>100%</b>	5	5	5	5	
	<b>VMO MFO 3</b>	100% Manages the Lodging Operations of VSUMO	Managerial Services	90%	<b>100%</b>	5	5	5	5	
		100% Submission of Monthly Reports of Collections and Deposits	Income generating services	95%	<b>100%</b>	5	5	5	5	

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	VMO MFO 4	Number of best practices introduced and implemented	1) Provides hot/cold water services to guest/s, 2) Provide extras services to guests in booking of grab/vehicle/taxi from and to point of destination. 3) Facilitate web check-in of guest/s eight hours before their	90%	100%	5	5	5	5	
		Total Over-all Rating							4.92	

Average Rating (Total Over-all rating)		
Additional Points:		
Punctuality		
Approved Additional points ( with copy of approval)		
Final Rating		
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose

Evaluated and Rated by:



**DILBERTO O. FERRAREN**

Immediate Supervisor

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

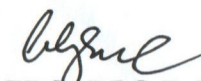
Recommending approval:



**DILBERTO O. Ferraren**

VP for Resource Generation and External Affair

Approved by:



**EDGARDO E. TULIN**

University President

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

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO June 2019

Name of Staff: **VELMA P. BONTUYAN**

Position: Supervising Admin. Officer

**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

<b>A. Commitment (both for subordinates and supervisors)</b>	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				
<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	25				
Average Score	4.94				

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



**DILBERTO O. FERRAREN**  
Supervisor