



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RHEA JENNY A. OGALESCO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


RHEA JENNY A. OGALESCO
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Dean, Graduate School

Recommending Approval:


ANABELLA B. TULIN
Dean, Graduate School

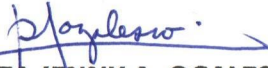
Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RHEA JENNY A. OGALESCO**, of the **OFFICE OF THE GRADUATE SCHOOL** 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, 2020.


RHEA JENNY A. OGALESCO
 Ratee

Approved: 
ANABELLA B. TULIN
 Head of Unit

MFOs and PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. Advance Education Services									
ODGS MFO 1. Graduate Degree Program Management Services									
	PI 1. No. of Graduate School publications released/published and distributed	1. Produced & published the GradNewsLine Vol. 7, No. 2 (July-December 2019 issue)	1 issue	1	5	5	4	4.67	Published digitally online
		2. Produced and published Style Manual for Graduate Manuscripts	100 copies	150	5	5	5	5.00	On-going canvass for printing
		3. Produced & published Science and Humanities Journal Volume 12, 2018 issue	100 copies	100	5	5	4	4.67	On-going canvass for printing
		4. Facilitated the Science and Humanities Journal Volume 13, 2019 issue	1 issue	1	5	4	4	4.33	
		5. Facilitated the Science and Humanities Journal Volume 14, 2020 issue	1 issue	1	5	4	5	4.67	
	PI2. Number of news articles prepared and submitted	1. Written and submitted news articles related to OGS activities, programs, graduate staff and students for Facebook posting and GradNewsLine Vol. 7, No. 2 (Jul-Dec 2019 issue)	10 articles	15	5	5	5	5.00	
	PI3. Number of articles gathered and facilitated for the Science & Humanities Journal 2017	1. Coordinated with the S&H Journal Editor-in-Chief and members editorial board, and gather possible articles for inclusion in the	20 articles	30	5	5	4	4.67	

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

		2019 & 2020 issue and submit to the identified reviewers for review							
	PI4. Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for GS purposes	1. Conceptualized, laid-out and produced certificates, tarpaulins, programs, and other IEC materials	50	80	5	5	5	5.00	
		2. Conceptualized and made audio-visual script for OGS promotional video	1	1	5	4	4	4.33	
UMFO 2. Extension Services									
	PI1. Number of extension activities assisted/conducted	1. Facilitated and documented meetings and other activities by the Graduate School	3	5	5	4	5	4.67	
UMFO 3. General Administration and Support Services (GASS)									
ODGS MFO 2. Administrative and Facilitative Services									
	PI1. Number of times assisted/facilitated Graduate Students and Staff	1. Assisted during the enrollment of graduate students	20	30	5	4	5	4.67	
		2. Facilitated prospective students and graduate students queries and requests for GS forms and etc.	20	30	5	5	4	4.67	
		3. Assisted other Graduate School staff with their word processing and computer/technical problems	25	50	5	5	5	5.00	
	PI2. Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	1. Responded to queries and provide necessary/requested information and documents to students, faculty and other clients	50	120	5	5	5	5.00	
	PI3. Number of announcements and updates posted in Graduate School Facebook page	1. Posted important announcement and reminders and manage the Graduate School FB Page	40	90	4	5	5	4.67	
	PI4. Number of OGS Communication drafted and circulated on time	1. Prepared office communication to be signed by the Dean of Graduate School	15	30	5	5	5	5.00	

	PI5. Number of graduate manuscripts edited in accordance to BOR res. no. 8, ser. 2019	1. Reviewed and edited the format and style of graduate manuscripts	50	51	5	5	5	5.00	
Other tasked performed as requested	PI7. Number of requests from other units and/or university requests acted on-time	1. Served upon request as facilitator on students' evaluation for the VSU faculties per OVPI's request	Upon request	-	-	-	-		
ODGS MFO 3. Frontline Services									
	PI 1. Efficient and customer friendly frontline service	1. Served clients with courtesy and friendly service	Zero percent complaint from client served	Zero	5	5	5	5.00	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 18)	86 / 18	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.78	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose:
Constant update and follow-up to authors and reviewers of the Science and Humanities Journal

Evaluated and Rated by:


ANABELLA B. TULIN, PhD
Dean, Graduate School

Date: _____

Recommending Approval:


ANABELLA B. TULIN, Ph.D
Dean, Graduate School

Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D
Vice President for Instruction

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **Rhea Jenny A. Ogalesco** Position: **Education Research Assistant**

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		58				

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		58 / 12				
Average Score		4.83				

Overall recommendation : _____


ANABELLA B. TULIN
 Dean, Graduate School

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA JENNY A. OGALESCO

Performance Rating: _____

Aim: Hasten the publication of the Science and Humanities Journal 2018 & 2019 issue

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: March 2020

First Step:

Continuous follow-up and monitoring on the status of each article for the 2018 issue.

Result:

S&H Journal 2018 issue was laid-out and being canvassed for printing.

Date: April 20

Target Date: June 2020

Next Step:

Constant update and follow up on the articles for the the S&H Journal 2019 issue.

Outcome:

A total of 15 articles were gathered. All articles are on process for review and revision. Other articles are yet to be identified for the 2020 issue.

Final Step/Recommendation:

Continuous follow-up and monitoring on the status of each article.

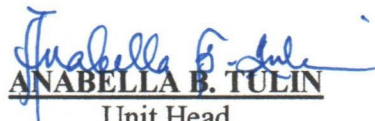
Conforme:

Prepared by:



RHEA JENNY A. OGALESCO

Name of Ratee Faculty/Staff



ANABELLA B. TULIN
Unit Head