



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

**Annex P**

Name of Administrative Staff: Raul Anthony S. Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     


FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**Raul Anthony S. Valenzona**  
Name of Staff

Reviewed by:

  
**EDITHA G. CAGASAN**  
Department/Office Head

Approved:

  
**EDGARDO E. TULIN**  
VSU President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Raul Anthony S. Valenzona of the Office of the Director for Quality Assurance commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period Jan-June 2022.

RAUL ANTHONY S. VALENZONA  
RATEE

Date: June 4, 2022

EDITHA G. CAGASAN  
Head of Unit

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2022	Actual Accomplishments		Rating				Remarks
				Actual	%	5	4	3	2	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified	Number of PMs, GLs, and Forms formatted and printed	2	8	400%	5	4	4	4.33	
		Number of ISO Related trainings/workshops/meetings hosted through Zoom	10	13	130%	5	5	5	5	
	QAC PI 4. Administrative Service									
		Number of PRs and PPMPs Prepared	10	22	220%	5	5	5	5	
		Number of Vouchers Prepared (payrolls, payment and replenishment)	20	69	345%	4	5	4	4.33	
		Number of Documents processed(Trip tickets, Repair and maintenance request and RIS)	10	33	330%	5	5	4	4.67	
		Number of Communications, Notice of Meetings, and accomplishment reports formatted and printed	20	52	260%	5	5	5	5	
		Number of Documents scanned and uploaded	100	120	120%	5	4	4	4.33	
		Number of Photocopied Documents	500 pages	2000pages	400%	5	5	5	5	



	<b>QAC PI 5. Support to Operations</b>									
		Number of AACUP and ISO-related Meetings/Workshops hosted through Zoom	20	51	255%	5	5	5	5	
		Number of Google drives for supporting documents maintained and updated	1	6	600%	5	5	5	5	
	<b>QAC PI 6. Efficient customer friendly assistance</b>	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	5	5	5	5	
<b>Total Overall Rating</b>						<b>52.66</b>				
<b>Average Rating</b>						<b>4.79</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>	<b>4.79</b>	
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>	

**Comments & Recommendations for Development Purpose:**

*Efficient in performing his tasks.  
Keep up the good work*

Evaluated & Rated by:



**EDITHA G. CAGASAN**

Director, Quality Assurance

Date:

Recommending Approval:



**EDITHA G. CAGASAN**

Director, Quality Assurance

Date:

Approved by:



**EDGARDO E. TULIN**

VSU President

Date:

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

# PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

Name of Office: Office of the Director for Quality Assurance

Head of Office: Editha G. Cagasan

Name of Personnel: Raul Anthony S. Valenzona

Signature: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of documents such as; PPMP, PR, payment voucher, payrolls, contracts, and job requests.	x				
Formatting and printing of communications, notice of meetings and other documents pertinent to AACCUP Accreditation and ISO QMS Implementation.	x				
Receiving/Releasing of documents through the HRIS Document Tracking System	x	x			
Photocopying/Scanning and uploading of supporting documents needed for AACCUP Accreditation and ISO QMS Implementation	x	x			
Creating and hosting virtual meetings related to AACCUP accreditation and ISO QMS implementation	x				
Coaching					
Gathering/Collecting supporting documents for AACCUP Accreditation	x	x			
Facilitating AACCUP and ISO activities	x	x			

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

Conducted by:



**EDITHA G. CAGASAN**  
Director for Quality Assurance

Noted by:



**EDGARDO E. TULIN**  
President, VSU





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: Raul Anthony S. Valenzona Position: Administrative Aide III(Casual)

**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		59				

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		4.92				

Overall recommendation

: Very good. Keep up the good work.



**EDITHA G. CAGASAN**

Printed Name and Signature  
Head of Office




# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
<b>UMFO 5 Support to Operations</b>								
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>								
QAC PI 1. Number of degree programs which passed accreditation/ evaluation	Coordinate the scheduling, preparation and implementation of AACCUP accreditation activities	EGCagasan/ ODQA Staff	Jan-June 2022	x	x	x	x	
<b>QAC PI 2. ISO:9001-2015 Certified</b>								
Number of internal quality audits coordinated	Coordinate the scheduling, preparation and implementation of Internal Quality Audit	QMR/QA Director/ other ODQA staff	Jan-June 2022	x	x	x	x	
Number of management reviews coordinated/ conducted	Coordinate the scheduling, preparation of the Management review	QMR/QA Director/ other ODQA staff	Jan-June 2022	x	x	x	x	
No. of ISO-related trainings/workshops/ meetings coordinated/ facilitated	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RVAlenzona	Jan-June 2022	x	x	x	x	
Number of processes/procedures monitored during the roll out/implementation	Monitors the implemented internal documented information	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RVAlenzona	Jan-June 2022	x	x	x	x	
Number of documented procedures and forms revised and cascaded	Cascades the revised PM, QM, FM, and templates	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RVAlenzona	Jan-June 2022	x	x	x	x	
Percentage of programmed ISO-related activities implemented within the targeted timeline	Implements ISO related Activities	MCBales/EEO ngy/ EGC/ PPOrano/ RVAlenzona	Jan-June 2022	x	x	x	x	
Number of manuals reproduced and disseminated	Photocopied Quality Manuals	PPOrano/ RAVAlenzona	Jan-June 2022	x	x	x	x	
Number of Supporting Documents scanned (ISO, AACCUP)	Scanned documents	PPOrano/ RAVAlenzona	Jan-June 2022	x	x	x	x	
<b>QAC PI 5. Support to Operations</b>								

Number of meetings/workshops/trainings facilitated (AACCUP, ISO, etc)	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	EGCagasan/ other ODQA staff	Jan-June 2022	x	x	x	x	
<b>QAC PI 6. Efficient customer friendly assistance</b>								
Efficient and customer-friendly frontline service for ODQA	Provide efficient and customer friendly frontline services to ODQA	PPOrano/ RAValenzona/ Flor Villaruel/ Cristian Jayme/ Maria Lilia Vega	Zero complaint from clients	x	x	x	x	

Prepared by:

  
**EDITHA G. CAGASAN**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Raul Anthony S. Valenzona

Performance Rating: \_\_\_\_\_

Aim: Acquire additional knowledge on documentation and records management

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step: Identify personnel's performance needed for improvement.

Result: Improvement on the records management especially with records keeping for future reference


Date: January 2022 Target Date: June 2022

Next Step: Attendance to training/workshop on document control and records keeping

Outcome: Increase efficiency and effectiveness on document management

Final Step/Recommendation:

Prepared by:

  
**EDITHA G. CAGASAN**  
Unit Head

Conforme:

  
**RAUL ANTHONY S. VALENZONA**  
Name of Ratee Faculty/Staff