

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2017

Name of Employee: GENEROSO L. VEQUISO
Performance Rating: OUTSTANDING

Date: July 1, 2017 Target Date: August 11, 2017

First Step:

Make sure the Toyota is in running condition in time for the VSU anniversary.

Result:

Supply not able to purchase the necessary parts to get the Toyota running.

Date: October 1, 2017 Target Date: December 31, 2017

Next Step:

Continue follow up of vehicle repair including meeting with ISR official, driver and supply official and staff to discuss the problem encountered and how to remedy it.

Outcome:

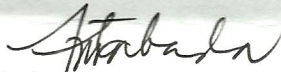
Toyota was repaired.

Better understanding of the procurement process for both Director and admin. Staff.

Final Step/Recommendation:

Continued monitoring of service delivery. In the case of the driving services, should institutionalize the submission of rating forms after each trip.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017Name of Staff: Genereze L. Vequize Position: Admin. Aide IV


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		50				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.17				

Overall recommendation : Outstanding


MARIA AURORA TERESITA W. TABADA
 Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GENEROSO VEQUIZO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	4.60 x 70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 x 30%	1.25
TOTAL NUMERICAL RATING			4.47

TOTAL NUMERICAL RATING: **4.47**

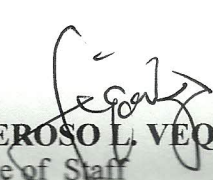
Add: Additional Approved Points, if any: **0.1**


TOTAL NUMERICAL RATING: **4.57**

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

Reviewed by:


GENEROSO L. VEQUIZO
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

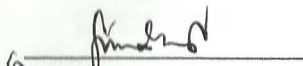
GENEROSO L. VEQUIZO
Adm. Aide IV


MARIA AURORA TERESITA W. TABADA
Head of Unit

[illegible]


Total Over-all Rating								24.00	22.00	23.00	23.00
Average Rating								4.80	4.40	4.60	4.60
Adjectival Rating								Outstanding			

Received by:

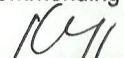

 Remberto A. Patindol

Date: _____


Calibrated by:


 REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval:


 BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


 EDGARDO E. TULIN, Ph.D.
 President
 Date: _____