EMPLOYEE DEVELOPMENT PLAN JULY - DECEMBER 2017

Name of Employee: **GENEROSO L. VEQUISO**

Performance Rating: OUTSTANDING

Date: <u>July 1, 2017</u> Target Date: <u>August 11, 2017</u>

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-Desember	2017				
Name of Staff:	Generoso L.	Vequize	Position:	Admin.	Aide	IA	

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. T staff delivers outputs which always results to best practice of the under the 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. Commi	tment (both for subor	dinates and supervisors)	Scale					
I. Demo	nstrates sensitivity to cl	lient's needs and makes the latter's experience in	5 4 3 2					

enemnosco	Commitment (both for subordinates and supervisors)			Scal	е	
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		7	50)
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					e e e e e e e e e e e e e e e e e e e
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

	Average Score	L	4- 1	η	EINACH DÌN	COLUMN TO
	Total Score					
5.	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
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
	office/department aligned to that of the overall plans of the university.	4 m				

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
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 x 30%	1.25
	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. TABAD

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

Visavas State University OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

GENEROSO L. VEQUIZO, Administrative Aide Monor of the INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES, commits to deliver and agree to be rated on the attainment of the ing targets/accomplishments in accordance with the indicated measures for the period July to December, 2017.

GENEROSO L. VEQUIZO

Date:

MARIA AURORA TERESITA W. TABADA

Head of Unit

Date: _____

	MFO					Rating						
MFO No. Description Success Indicator (SI)			Task Assigned	Target %		Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark	
6. General Administration					Accessor and a second a second and a second		AAAOO AMAAAA AAAAA AAAAA AAAAA AAAAA AAAAA AAAAA		li	Description of the section of the se	I	AND THE RESIDENCE OF THE PARTY
RE MFO 1. Administrative							de bir de vierk eit ein gebreit beset 15 Amerikan volk de verst de verst verste verste verste verste verste ver	***************************************				
ent and customer-friendly the service	PI 1: 0% com	nplaint from client served		Clients served	100% no complaint		100%	5	5	5	5.00	
	PI 2: Number of passengers delivered /conducted safely ontime.			Conduct and fetched staff and visitors	150	200.00	300	5	5	5	5.00	
	PI 3. Number cleaned	of times vehicle maintained/		Maintained and cleaned vehicle	55	109.09	60	5	4	4	4.33	
	PI 4: Number /cleaned	r of times lawn maintained		Maintained and cleaned lawn	20	175.00	35	5	4	4	4.33	
	PI 5. Number facilitated	r of documents delivered and		Delivered documents	50	100.00	50	4	4	5	4.33	
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A Committee of the		1 1 9 3			1414	-				
Total Over-all Rating					0 (100 m 100 m 100 m 100 m 1 m 1 m 100 m 1	24.00	22.00	23.00	23.00	
Average Rating		TOTAL LICE A PERSONNEL CONTRACT AND A SERVICE AND A SERVIC	And a large state of the second state at 1970 descript copies for distribute distributed by Light state of the company and another the second state of the second stat	AND A SECURITY OF THE PARTY OF	100 A 100 C	4.80	4.40	4.60	4.60	
Adjectival Rating							Ous	tanding		
Received by: Calibrated by: REMBERTO A: PATINDOL Chairman, PMT Date: Date:			BEAT Vio	commending Approva	Ph.D. n		GARD	Approved L. Tu E. Tu	LIN, Ph.I	D