



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.85

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**RAFAEL B. VERGARA JR.**


Name of Staff

Reviewed by:

  
**NANCY D. ABUNDA**

Head, OHIMD

Recommending Approval:

  
**MA. RACHEL KIM L. AURE**  
Director, ODIE

Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RAFAEL B. VERGARA JR., an administrative staff of the Office of the Head of Instructional Materials Development commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period **July to December, 2022**.

  
**RAFAEL B. VERGARA JR.**  
 Ratee  
 Date: January 17, 2023

Approved:

  
**NANCY D. ABUNDA**  
 Head, Instructional Materials & Development  
 Date: January 20, 2023

  
**MA. RACHEL KIM L. AURE**  
 Director, Instruction & Evaluation  
 Date: January 24, 2023

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - December, 2022)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 12	Instruction and Evaluation/ Instructional Materials Development Services								
PI 1.	Additional outputs								
	No. of documents from different Colleges, departments, institute and support units under ODIE and OIMD checked/reviewed for appropriate action by the Head of Instructional Materials Development.	Check and review OBE Syllabus, TOS and Instructional Materials.	100	250	5	5	4	4.67	OBE Syllabus, TOS and Instructional Materials of the different colleges, departments and component colleges (Isabel, Alang-alang, Tolosa and Villaba)

	Number of seminars and trainings assisted which conducted by the Office of Instructional Material Development.	Assist seminars and trainings which conducted and facilitated OIMD	1	18	5	5	4	4.67	1. Mandatory Orientation Program- February 3, 2022 2. VSU Faculty Onboarding - February 7-8, 2022 3. VSUEE Webinar for Newly Hired VSU Faculty- February 9-10, 2022 4. OGS Onboarding - February 24, 2022 5. Preparation of OBE Syllabi Seminar Workshop for CAFS Faculty on April 4 & 6, 2022. 6. Preparation of OBE Syllabi Seminar Workshop for DepPhys Faculty 7. Seminar Workshop on the Preparation of OBE Syllabi for all VSU Faculty. 8. Turnitin Administrative Workthrough- March 9, 2022. 9. Turnitin Instructor's Workflow Training - March 16-17, 2022
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									17. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality – September 8-9, 2022 18. VSU TEACHER AKO! Orientation on the Roles of being a Teacher – October 5, 2022
	Number of certificates prepare and reproduce during seminars/ trainings conducted by ODIE and OIMD.	Prepare and reproduce during seminars/ trainings conducted by OIMD	100	250	5	5	4	4.67	Certificates for the participants of the VSU Colleges, departments, centers and VSU component colleges.
	Number of TPES Summary of Ratings facilitate and print.	Facilitating the printing of TPES Summary of Results.	100	450	5	5	4	4.67	TPES Summary of Rating Results of different faculty of the VSU Colleges and departments.
					Total points			18.67	
<b>UMFO 6.</b>	<b>GENERAL ADMINISTRATION &amp; SUPPORT SERVICES</b>								
<b>MFO 1.</b>	<b>Administrative and Facilitative Services</b>								
<b>PI7.</b>									
	Number of Purchase Request prepare and submit.	PR preparation and submission for ODIE and OIMD	5	25	5	5	5	5.00	Purchase Request of the two (2) offices the ODIE and OIMD.
	Number of PPMP prepare and submit to BAC.	PPMP preparation for ODIE and OIMD	1	6	5	5	5	5.00	1. PPMP of the two (2) offices the ODIE and OIMD. 2. PPMP of the two (2) Projects.

	Number of Communications, Appointments, Memos and Notice of the Meeting.	Preparation of Communications, Appointments, Memos and Notice of the Meeting.	10	30	5	5	5	5.00	Communications, Recommendations, Appointments, Notice of the Meeting of the two (2) offices the ODIE and OIMD.
	Number of Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.	Vouchers, BURS, ORS, and Accomplishment Reports	10	45	5	5	5	5.00	Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.
<b>MFO 2.</b>	Frontline Services								
<b>PI 1.</b>	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	
	Other Responsibilities: As dDRC of the office	Control and file of documents related to ISO. Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, memos, attendance sheets, notice of meeting, communications and etc.	250	450	5	5	4	4.67	
					Total Points			29.67	
Total Over-all Rating					48.33				
Average Rating					4.83				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.83
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	<b>Outstanding</b>

Comments & Recommendations for Development Purpose: Mr. Vergara performs exemplary in <sup>carrying</sup> his duties and responsibilities at the office. He is always willing to work extra mile (over-time) to finish the work. Very Good Job!
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Evaluated and Review:

  
**NANCY D. ABUNDA**  
Head, OIMD


Date: January 20, 2023

Recommending Approval:

  
**MA. RACHEL KIM L. AURE**  
Director, ODIE

Date: January 24, 2023

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: January 24, 2023

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



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **RAFAEL B. VERGARA JR.**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1.	Checking of documents submitted by the different colleges, department, institute and support units under ODIE and OHIMD for appropriate action by the Director for Instruction and Evaluation.	All documents submitted by the different offices are properly check and reviewed	Month of July 2022	Month of August 2022	Month of August 2022	Very Impressive	Outstanding	
2	Assisting seminars/ training workshop conducted by the ODIE.	All documents necessary for the seminars/ training workshop conducted by the ODIE/ OHIMD are properly complied.	Month of July 2022	Month of August 2022	Month of August 2022	Very Impressive	Outstanding	
3	Facilitate the printing of TPES Summary of Ratings every semester.	Printing of TPES Summary of Ratings every semester.	Month of July 2022	Month of August 2022	Month of August 2022	Very Impressive	Outstanding	



4	Facilitate the preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.	Preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.				Very Impressive	Outstanding	
4	Other responsibilities as dDRC of the office.	All documents related to ISO are properly kept, file and assigned control number of each document.	Month of July 2022	Month of August 2022	Month of August 2022	Very Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



**NANCY D. ABUNDA**

Head, Instructional Materials Development



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1- December 31, 2021  
Name of Staff: RAFAEL B. VERGARA JR.

Position: Administrative Aide VI

**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										
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						59.00				
Average Score						4.91				

Overall recommendation : Needs additional training to harness his skills

  
**NANCY D. ABUNDA**

Printed Name and Signature

Head, Instructional Materials Development



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Office of the Head for Instructional Materials Development

Head of Office: Dr. NANCY D. ABUNDA

Number of Personnel: 1 Regular Staff, 1 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July 1 – December 31, 2022
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Office Clerks			Schedule	Daily
<b>Coaching</b>					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January 1 – June 30, 2022

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

Conducted by:

  
**NANCY C. ABUNDA**  
Immediate Supervisor

Noted by:

  
**MA. RACHEL KIM L. AURE**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**  
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: December 2022

Target Date: January – December, 2023

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: December 2022


Target Date: January - December 2023

Next Step: Attend training on "Problem Solving in Decision Making"

Outcome: Gained knowledge in solving problem and decision making.

Final Step/Recommendation: Made follow-up for his improvement as office support staff.

Prepared by:

  
**NANCY D. ABUNDA**  
Head, OHIMD

Conforme:

  
**RAFAEL B. VERGARA JR.**  
Admin. Aide VI

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