

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
(January – June 2018)**

Name of Administrative Staff: **BERNARDITA P. BIBERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (70%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	0.70	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	0.30	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.54</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.54**


ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

  
**BERNARDITA P. BIBERA**  
Name of Staff

  
**DILBERTO O. FERRAREN**  
VP for Planning, Resource  
Generation & External Affairs

Reviewed by:


  
**DILBERTO O. FERRAREN**  
VP for Planning, Resource Generation  
& External Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERNARDITA P. BIBERA, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS 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, 2018.

  
**BERNARDITA P. BIBERA**  
Ratee

Approved:

  
**DILBERTO O. FERRAREN**  
Head of Unit


MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UNIV MFO 6: GENERAL ADMINISTRATION & SUPPORT SERVICES										
PRGEA MFO 1. Administrative & Support Services	PI 1	Efficient and customer-firendly frontline service	Serve clients with courtesy and Friendly service	No complaint	No complaint	5	5	5	5	
	PI 5	Percentage pre-implementation of 5s	Implement the 5s	20%	30%	4	4	4	4	
PRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1	Proactove submission of university reports/plans and documents as prescribed by DBM & VSU Annual Report.	Number of 2018 Physical Report for Operation for BAR (Quarterly Accomplishments)	2	2	5	5	5	5	
	PI 1	Proactove submission of university reports	Number of 2017 accomplishment reports received from depts., centers, offices, and colleges	50	85	4	4	4	4.00	
			Consolidate the accomplishment reports of the different colleges, depts, centers, and offices	80	85	4	4	4	4.00	

	PI 1		Prepare a consolidated 2017 accomplishment report	1	1	4	4	4	4.00	
	PI 4	Collaborative and regular monitoring of the VSU Transparency seal	Monitor the updates of the VSU Transparency Seal	100%	100%	5	5	5	5.00	
	PI 5	Promptly provide data needed for VSU Budget Proposal	Number of documents needed for Budget proposal preparation	1	1	5	5	5	5.00	
Total Over-all Rating						36	36	36	36.00	

Average Rating (Total Over-all rating divided by 8)	4.50
Additional Points:	
Punctuality	-
Approved Additional points (with copy of approval)	-
FINAL RATING	4.50
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

Evaluated and Rated by:



DILBERTO O. FERRAREN

Head

Date: \_\_\_\_\_

Approved by:



DILBERTO O. FERRAREN

VP for PRGEA

Date: \_\_\_\_\_

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

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2018 – June 2018

Name of Staff: BERNARDITA P. BIBERA

Position: Administrative Officer 5

**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		56				

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	4.66				

Overall recommendation : \_\_\_\_\_



**DILBERTO O. FERRAREN**  
Vice President for Planning, Resource  
Generation & External Affairs

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name : BERNARDITA P. BIBERA

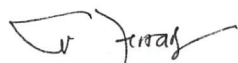
Head of Office: DILBERTO O. FERRAREN

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Discussion on progress of work and assignments				Annual Report 2017 Draft is done. Budget Accountability Report was done.
Coaching					

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

Conducted by:



**DILBERTO O. FERRAREN**

Immediate Supervisor

Noted by:



**EDGARDO E. TULIN**

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERNARDITA P. BIBERA

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

Aim: To attain skills in strategic management.

Proposed Interventions to Improve Performance:

Date: Nov. 20-23, 2018

Target Date: \_\_\_\_\_

First Step: Apply for scholarship / Training Grant

Result: Unable to attend due to typhoon.

Date: \_\_\_\_\_

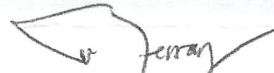
Target Date: \_\_\_\_\_

Next Step: To apply for another training related to office performance improvement.

Outcome: \_\_\_\_\_

Final Step/Recommendation:

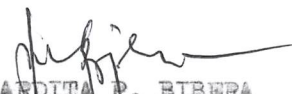
Prepared by:



**DILBERTO O. FERRAREN**

VP for Planning, Resource Generation  
and External Affairs

Conforme:

  
**BERNARDITA P. BIBERA**  
Name of Ratee