



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JULIA A. TABINAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING

ADJECTIVAL RATING: 0

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



VISAYAS
STATE UNIVERSITY


**Personnel Records and Performance Evaluation
Office**

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323

Email Address: prpeo@vsu.edu.ph

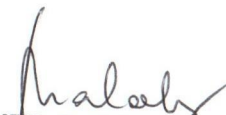
Website: www.vsu.edu.ph

Prepared by:


JULIA A. TABINAS


Name of Staff

Reviewed by:


ANALITA A. SALABAO

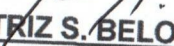
Department/Office Head

Recommending Approval:


ANALITA A. SALABAO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.
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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period January 2019 to June 2019

JULIA A. TABINAS

Ratee

Approved: 

ANALITA A. SALABAO

Head of Unit

MFO & PAPs		Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative Support Services										
	Preparation of policies/issuances/correspondence									
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared		incharge	43	67	5	5	5	5.00	
	Issuance of existing documents									
	No. of documents issued to requesting party (Grades/registration forms/certificates)		assistant	380	590	5	5	5	5.00	
	Clearance from office accountability									
	No of staff/students Cleared from accountability		incharge	137	180	5	5	5	5.00	
	Secretariat work									
	No. of documents encoded and printed		incharge	675	830	5	5	5	5.00	
	Act as department secretary (since June 2014 up to August 2019)			5	7	4	5	5	4.67	
	Information and record management									
	No. of incoming/ outgoing documents recorded		assistant	100	130	5	5	4	4.67	
	No. of documents filed/archived/retrieved		incharge	275	400	5	5	5	5.00	
	Emails									
	No. of emails downloaded and filed		incharge	120	205	5	5	5	5.00	
	No. of email attachment downloaded		incharge	120	205	5	5	5	5.00	
	Preparation of Standard Government Forms									
	Claims/Reimbursements									
	Travel order, Cash advances, trip ticket,RIS prepared		incharge	13	25	5	5	5	5.00	
	No.of itinerary of travel, liquidation report prepared		incharge	6	15	5	5	5	5.00	
	No. of purchase request, Job request prepared		incharge	15	21	5	5	5	5.00	
	No. of appointmens/contracts/Job order prepared		incharge	3	4	5	5	5	5.00	

	Daily Time Record (DTR)/ Certificate of Service Rendered (CSR), application for leave prepared	incharge	65	82	5	5	5	5.00
	Payrolls prepared	incharge	4	6	5	5	5	5.00
	Attendance to meetings/trainings/workshop							
	Meetings/Trainings/seminar workshops/ attended	participant	6	8	5	4	5	4.67
	Preparation of plans and reports							
	Annual Procurement Plan (APP) prepared (DBM/CME)	incharge	1	2	5	4	5	4.67
	Involvement in Teaching Support Services							
	Teaching Load Assignment and Faculty Workload Prepared							
	- Projected Workload	incharge	2	4	5	5	4	4.67
	- Actual Teaching Load	assistant	20	27	5	4	5	4.67
	- Individual Faculty Workload	incharge	20	27	5	5	5	5.00
	- IPCR	assistant	13	15	4	5	5	4.67
	No. of Faculty Performance monitored/evaluated	incharge	4	5	5	5	5	5.00
	No. of classroom utilization prepared	assistant	2	3	4	5	5	4.67
	Other Services							
	No. of copies printed/photocopied	incharge	2250	3200	5	5	5	5.00
	No. of hours rendered for committee assignments complied with (RQAT/ISO)		25	40	5	4	5	4.67
Total Over-all Rating								122.00

Average Rating (Total overall rating divided by 4)		4.88
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		0

Evaluated & Rated by:

[Signature]
ANALITA A. SALABAO

Dept/Unit Head

Date: _____

Recommending Approval:

[Signature]
ANALITA A. SALABAO

Dean

Date: _____

Comments & Recommendations

for Development Purpose: *Very efficient and organized w/ her work. Very accommodating of all clients' requests. Must be given opportunities to update her computer skills.*

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 2019-June 2019

Name of Staff: Julia A. Tabinas Position: Adm. Aide

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						
Average Score						

Overall recommendation : _____



ANALITA A. SALABAO
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Business and Management


Head of Office: Analita A. Salabao

Number of Personnel: JULIA A. TABINAS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Administrative communications and functions	Periodic follow-up of documents that have to be submitted to adm. etc.	The use of executive note is very effective	IP messaging was very useful also	Very productive
Coaching	Letting her draft first an e-copy of all communications and then I edit and finalize	Solicit inputs from colleagues during meeting to help in drafting communications and other documents		IP messaging is very useful	It's progressing quite effectively

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

Conducted by:


ANALITA A. SALABAO
Immediate Supervisor

Noted by:


ANALITA A. SALABAO
Dean, CME

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas

Performance Rating: January - June 2019

Aim: Provide knowledge and upgrade skills in preparation for ISO

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 1, 2019

Target Date: June 30, 2019

First Step:

Assisted in the preparation for International Organization for Standardization

Result:

Was able to assist in the preparation and attend the orientation of ISO

Date: _____

Target Date: _____

Next Step:

Continue preparing the documents for ISO

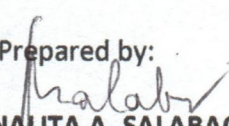
Outcome:

Skills upgraded on efficient delivery of support services

Final Step/Recommendation:

Continue updating on efficient delivery of support services and enhancing skills by attending seminars related to administrative services.

Prepared by:


ANALITA A. SALABAO

Unit Head

Conforme:


JULIA A. TABINAS

Ratee