VISAYAS STATE UNIVERSITY

DEPARTMENT OF TEACHER EDUCATION
Visca, Baybay City, Leyte, PHILIPPINES
VOIP: 565-0600 local 1037
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

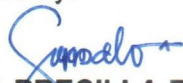Name of Administrative Staff: <u>MARIA PRECILLA P. BALO</u>

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.96	30%	1.49
		TOTAL NUMERICAL RATING	4.90

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: **4.90**

FINAL NUMERICAL RATING   **4.90**

ADJECTIVAL RATING: <u>**Outstanding**</u>

Prepared by:

MARIA PRECILLA P. BALO
Name of Staff

Reviewed by:

JOEL Q. MABALHIN
Head, Department of Teacher Education

Recommending Approval:

BAYRON S. BARREDO
Dean, College of Education

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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No. DTE-A013-008

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA PRECILLA P. BALO, an administrative staff of the DEPARTMENT OF TEACHER EDUCATION commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.

Approved:

MARIA PRECILLA P. BALO
Administrative Aide IV
Date July 7, 2023 :

JOEL Q. MABALHIN
Head, DTE
Date: 07-11-2023

BAYRON S. BARREDO
Dean, CE
Date: 7-14-23

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
UMFO 2. HIGHER EDUCATION SERVICES											
OVPAA UMFO 3. Higher Education Management Services											
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		10	5	5	4	4.7	Printed and emailed needed docs for COPC and AACCUP
UMFO 5. SUPPORT TO OPERATIONS											
	OVPAA MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	one non-conformity	5	5	5	5.0	One non-confirmity processed and complied during the external audit. (Submission of Syllabi 2nd Semester, AY: 2022-2023)

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
		A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.0	Complied all GOOI and CAR received during internal audit. Prepared all necessary documents for AACCUP PSV.
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	3	3	5	5	5	5.0	Mental Awareness Seminar , GAD and ISO orientation
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Based on Customer Feedback report
	PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/ introduces improvements in performing functions resulting to best practice	1	1	4	5	5	4.7	Resumed in using logbooks for outgoing documents processed by the messanger
		A 48.Other outputs implementing the new normal due to covid 19		Disinfect the area of work especially the table used, printer, computer and the IP phone	4	6	5	5	4	4.7	Disinfected the area of work monthly and as needed.
		Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	600	746	5	5	5	5.0	Based on QRM 1st Quarter-439 and QRM 2nd Quarter-307
				Drafts Individual Faculty Workload	20	22	5	5	5	5.0	3 revised IFW for 1st Sem, 2022-2023 and 19 IFW for 2nd Sem. 2022-2023

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
									Rating		
				Prepares report of actual teaching load	2	2	5	5	5	5.0	Summer 2021-2022 and 2nd Sem 2022-2023
				Scans and uploads documents in QMS documentation google drive	30	236	5	5	4	4.7	Scanned and uploaded in the drive and not in QMS Docs since it is now restricted
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	10	7	5	5	5	5.0	PR for Office Supplies-3, Foods-1, IT Supplies and Equipment-2 and Construction and Electrical Supplies-1
				Prepares Project Procurement Management Plan (PPMP)	1	2	5	5	5	5.0	PPMP for I can do it project and for DTE 2023
		Number of Payrolls prepared	Prepared and review Cooperative Teacher's Payroll	Prepares and reviews Cooperative Teacher's Payroll	10	5	4	4	5	4.3	Cooperating teachers for 1st Sem 2022-2023 and CA, Liquidatiion Report and Reimbursement
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department and IPCR of the Head, finalize IPCR of the faculty under the department	10	15	5	5	5	5.0	OPCR and IPCR Target for 2023

Number of PIs		15
Total Over-all Rating		73.00
Average Rating		4.867
Adjectival Rating		Outstanding

Comments & Recommendations for Development Purpose:

You are so professional with dealing with your task, need not to be told to accomplish something. Congratulations!

Evaluated and Rated by:

JOEL Q. MABALHIN
Head, DTE
Date: 07-11-2023

Recommending Approval:

BAYRON S. BARREDO
College Dean
Date: 7-14-23

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7-28-2023

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2023</u>
Name of Staff: <u>MARIA PRECILLA P. BALO</u>   Position: <u>Administrative Aide IV</u>

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	4.92				

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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	5				
Average Score	4.96				

Overall recommendation : <u>Continue to work well on the task assign.</u>

(signature)

JOEL Q. MABALHIN
Printed Name and Signature
Head of DTE

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Exhibit L

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Employee Development Plan

Name of Employee: **Maria Precilla P. Balo**
Performance Rating: **4.87 (O)**

Aim: To become an effective and efficient overall records manager and front desk officer of the Department of Teacher Education (DTE) in support to department's program accreditation and evaluation.

Proposed Interventions to Improve Performance:

Date: January 2023   **Target Date**: June 2023

First Step
- Continual supervision of the DTE's Records Management with Ms. Balo as in-charge in all level of accreditation, evaluation and audit; and orientation of the old and new records and procedures and management practices.

Results:
- Stable and complete DTE records as evidence during accreditation and audit
- Positive feedbacks from faculty members and from accreditors and auditors.

Date: July 2023   **Target Date**: December 2023

Next Step:
- Continuous improvement of the plans and programs of the department's records management

Outcomes:
- Well organized and managed DTE records

Final Steps/Recommendations:
- Standardize and implement the procedures in the proper management of DTE's records following the 5S principles
- Ms. Balo should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as records controller of the department.

Prepared by:

JOEL Q. MABALHIN
Head, DTE

Conforme:

MARIA PRECILLA P. BALO
Admin. Aide IV