



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : VIVIAN V. BALBARINO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments		x 30%	
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING : _____

ADD: Additional Approved Points, if any : _____

TOTAL NUMERICAL RATING : _____

ADJECTIVAL RATING : _____

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


FRANCISCO G. GABUNADA, JR.
University/Board Secretary

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President



VISAYAS
STATE UNIVERSITY

OFFICE OF THE UNIVERSITY/BOARD SECRETARY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VIVIAN V. BALBARINO, staff of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY 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 2020.


VIVIAN V. BALBARINO
Ratee


FRANCISCO G. GABUNADA, JR.
Head of Unit

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
TOTAL		3

Rating Equivalents:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents Meetings	2 Meetings	3 Meetings	5	5	5	5.00	
	PI4 Number of Proceedings Transcribed		2 Proceedings	1 Proceedings	5	5	5	5.00	
	PI7 Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting		15 Agenda Folders	8 Agenda Folders*	5	5	5	5.00	*Meetings were held via Video Conference
	PI8 Number of Excerpts of Minutes of Meetings Prepared (<i>Items without Full Blown Resolution</i>)		10 Excerpts	142 Excerpts	5	5	5	5.00	40 excerpts
	PI16 Number of Agenda Folders Prepared for SC-PSR Meetings	Prepare agenda forlder for SC-PSR Meetings	5 agenda folders	-	-	-	-	-	Not Implemnted due to Pandemic

MFOs/PAPs	SUCCESS INDICATOR	TASKS ASSIGNED	TARGET 2020	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating University Administrative & Academic Council Meetings	2 Meetings	7 Meetings	5	5	5	5.00	
	PI3 Number of UADCO/UAC Proceedings Transcribed		2 Proceedings	5 Proceedings	5	5	5	5.00	
	PI4 Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the Scheduled Meeting		50 Agenda Folders	15 Agenda Folders	5	5	5	5.00	*Meetings were held via Video Conference
	PI5 Number of documents screened and processed for conformity to BOR		5 Documents	20 Documents	5	5	5	5.00	
	PI7 Number of Special Meetings attended (<i>per OP Special Order/OP Memo Received</i>)		1 Meeting	1 Meeting	5	5	5	5.00	
OUS-MFO 3. ADMIN. GENERAL SUPPORT	PI3 Percentage of Cash Advances Liquidated	Prepare/Process office forms	100% Liquidated	100% Liquidated	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted		100% Submitted	100% Submitted	5	5	4	4.67	
TOTAL OVER-ALL RATING					55	55	54	54.67	

Average Rating (Total Over-all rating divided by 11)		4.97
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Need additional knowledge on parliamentary procedures and provision of Secretariat Services

Evaluated & Rated by:


FRANCISCO G. GABUNADA, JR.

Head of Unit

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____

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



Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January 1, 2020 – June 30, 2020

Name of Staff : VIVIAN V. BALBARINO Position : Admin. Officer III

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 : _____


FRANCISCO G. GABUNADA, JR.
 University/Board Secretary

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office : OFFICE OF THE UNIVERSITY/BOARD SECRETARY

Head of Office : PROF. FRANCISCO G. GABUNADA, JR.

Name of Personnel : VIVIAN V. BALBARINO

Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	Discussions regarding the need to quickly transcribe recordings of meetings were done so that the final Minutes of the Meetings can be circulated to members and so that decisions on problems can be made to quickly answer the needs of the Units/Office of the University.	It was agreed that the number of UADCO and UAC meetings be made regular and more frequently so that items that require BOR action can be made and all other matters are included in the Agenda for BOR action.
Coaching	Better communication with the office of the President was made so that the President's schedule will include the holding of a monthly UADCO to be able to quickly address needs and solve problems as well as touch base with University constituents.	

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

Conducted by:

Noted by:

FRANCISCO G. GABUNADA, JR.
University/Board Secretary

EDGARDO E. TULIN
President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : VIVIAN V. BALBARINO
Performance Rating : _____

Aim: To improve performance before, during, and after meetings of the
Board of Regents

Proposed Interventions to Improve Performance:

Date: 02 March 2020 Target Date: 03 April 2020

First Step : Disseminate information regarding schedule of meeting of the UADCO, UAC,
BOR Finance Committee, and BOR Quarterly meetings and ensure that all
materials submitted to the office from different units and offices of the
University to be included in the Agenda Folders have been approved by the
University Administrative Council and/or the University Academic Council.

Result : All items included in the Agenda folders of the BOR Finance Committee and
the BOR Quarterly/Special Meetings have been thoroughly vetted by lower.
bodies of the University.

Date: 04 May 2020 Target Date: 05 June 2020

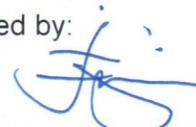
Next Step : Transcription of data from the meetings made available soonest so that
actual Minutes of Meetings can be produced.

Outcome : Important decisions of the UADCO, UAC, the BOR Finance Committee and
the Governing Board were immediately reproduced and transmitted to the
concerned offices for information and/or implementation

Final Step/Recommendation:

Ms. Balbarino should be sent to management-related trainings especially
those that are related to the following management functions: Planning,
Coordinating, Communicating, Strategic Thinking, and Overall Management
Control.

Prepared by:



FRANCISCO G. GABUNADA, JR.
University/Board Secretary

Conforme:


VIVIAN V. BALBARINO
Admin. Officer III