

UNIVERSITY REGISTRA

1/F Administration Building Visca, Baybay City, Leyte Telefax: 63 53 565 0600 local 1010 Email:registrar@vsu.edu.ph

Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

MANUEL C. BARTOLINI

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.66	70%	3.26
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
		TOTAL NUM	IERICAL RATING	4.69

TOTAL NUMERICAL RATING:

4.69

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.69

FINAL NUMERICAL RATING

4.69

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

MANUEL C. BARTOLINI

Name of Staff

MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

Dean/Director

Approved:

BEATRIZ S. BÉLONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Manuel C. Bartolini, of the Office of the University Registrar commits to deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period <u>July</u> to <u>December</u>, 2023.

MANUEL C. BARTOLINI Ratee | /m/14 MIRIAM M. DE LA TORRE Unit Head 1/21/24

			T	Actual	Rating				Remarks
MFO & PAPs	Success Indicator	Tasks Assigned				Efficiency	Timeliness	Average	
	13: Percentage of diploma,	Checks entries in the TOR of graduating students	40%	50%	5	5	4	4.66	
	OR, and certifications prepared, rocessed, signed, sealed and								
Services re	eleased as 1 st issuance to raduates								
	11: Percentage of scholastic ecords/credits checked,	 Facilitates and authenticates TOR, diploma and certification of students as requested 	40%	55%	5	5	5	5	
	valuated, verified, signed and eleased								
	13: Number of documents	Prepares and issues Transcript of Records School to School	40%	55%	5	5	5	5	
Student Records	cted upon	Prepares and issues Transfer Credentials	40%	55%	5	5	4	4.66	
Management		Prepares and issues certifications	40%	55%	5	5	5	5	
	15: Percentage of queries erved on time	Facilitates queries through IP messages, emails and phone calls	40%	55%	5	5	5	5	
fri	I 1: Efficient and customer- iendly frontline service	Clients served within the day	not- acte d upon valid ated	acted upon validat					
OUR MFO 5. Frontline Services			com plain	compla					
REG P	I 1: Percentage of student	Ensures records room facilities is safe and functional	40%	50%	5	5	5	5	
	ecords updated, sorted,	2 .Ensures records room electrical equipment are off before leaving the office	40%	50%	5	_	5	5	
	repared, checked, filed, ystematically stored and secured	Secures records room security locks and unathorized entry	40%	50%	5	5	5	5	

à () , (se										
			T	Actual		R	ating			
MFO & PAPs	Success Indicator	Tasks Assigned	A R G E T	Accom- plishme nt	Quality	Efficiency	Timeliness	Average	Remarks	
Manage-	in designated shelves in the									
ment	Records Room				Ш					
Services					\vdash	-				
Total Overall Ra	fina				5	5	43	4.66		
Total Overall Iva	Average Rating (Total Over-all	rating divided by 4)								
Additional Poin		rating divided by 4)		Commo	ents	8	Reco	mmer	ndations	
	Punctuality			for Dev	elop	ome	ent P	urpos	e: altund trainings.	
	Approved Additional points (with	h copy of approval)		De	0	ellou	ved	to	attend	
FINAL RATING				Sem	ina	RS	av	11	trainings.	
ADJECTIVAL R	ATING									
Evaluated and	Rated by:	Recommending Approval:	Арр	pproved by:						
Jamole	d			12						
MMIRIAM M. DE LA TORRE N/A				BEATRIZ S. BELONIAS						
Unit Head		Dean / Director		Vice President for Academic Affairs					Affairs	
Date: 1/22 /2	1	Date:	Date	Date: 61/29/24						





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY – DECEMBER 2023</u> Name of Staff: MANUEL C. BARTOLINI

Position: **ADMINISTRATIVE AIDE 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. C	Commitment (both for subordinates and supervisors)		5	Scal	е	
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	_	/12	=	4.	75

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				
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				
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				
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2				
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				
	Total Score								
	Average Score								

Overall recommendation	:				

MIRIAM M. DE LA TORRE
Printed Name and Signature
Head of Office