

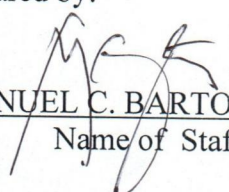
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

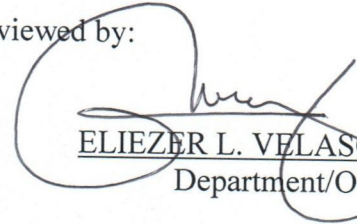
Name of Administrative Staff: MANUEL C. BARTOLINI *MB*


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	4.60 x 70%	3.220
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.449
TOTAL NUMERICAL RATING			4.669

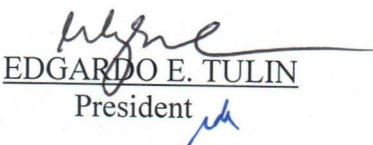
TOTAL NUMERICAL RATING: 4.669
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.669

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MANUEL C. BARTOLINI
Name of Staff


Reviewed by:

ELIEZER L. VELASCO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Manuel C. Bartolini, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1, 2016 to June 30, 2016:


MANUEL C. BARTOLINI
Ratee

Approved: 
ELIEZER L. VELASCO
University Registrar

MFO & PAPS	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
	No. of students permanent records updated	1. Updates students permanent record of assigned courses	912	1,305	5	4	5	4.66	
	No. of verifications of records/grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	912	1,305	5	4	5	4.66	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	116	105	5	4	5	4.66	
	No. of list prepared and consolidated	4. Prepare list and consolidate candidates for graduation and furnish copies to the dept., college deans and OUS.	2	4	5	4	5	4.66	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	116	105	5	4	5	4.66	
	No. of clearances of graduating students processed	6. Processing clearances of graduating students	116	105	5	5	5	5.00	
	No. of transcript of records prepared	7. Preparation of transcript of records	1,000	1,850	5	5	5	5.00	
	No. of transfer credential prepared	8. Preparation of transfer credential	70	83	5	4	5	4.66	

No. of TOR complied	9. Complies school requests of TOR of students transferred to other school for employment, Board/Licensure Examination	1,300	1,850	5	4	5	4.66	
No. of certification prepared	10. Preparation of certification	25	40	5	4	5	4.66	
No. of CAV prepared	11. Prepares CAV of VSU graduates	20	37	5	4	5	4.66	
No. of checklist prepared and issued	12. Prepares and issues checklist with grades to students	30	48	5	4	5	4.66	
No. of enrolment forms prepared	13. Prepares enrolment forms	912	1,305	5	4	5	4.66	
No. of enrolment forms issued	14. Issuance of enrolment forms to the students with deficiencies during registration	912	1,305	5	4	5	4.66	
No. of enrolment forms validated	15. Checking and validation of enrolment forms	912	1,305	5	4	5	4.66	
No. of permanent records prepared	16. Prepares permanent records of new students	355	481	5	4	5	4.66	
No. of enrolment forms filed in the permanent records	17. Files in the permanent records the enrolment forms	912	1,305	5	4	5	4.66	
No. of applications for adding, changing & dropping of subjects processed	18. Process applications for adding, changing & dropping of subjects	25	38	5	4	5	5.00	
No. of application recorded & filed	19. Record and file the approved applications for dropping/changing adding/ withdrawal of subjects	80	101	5	4	5	5.00	

No. of requests / follow-up of Form 137-A, TOR and other related credentials	20. Requests / follow-up of Form 137-A, TOR and other related credentials	360	510	5	4	5	4.66	
No. of student records evaluated	21. Student record evaluation	912	1,305	5	4	5	4.66	
No. of permanent records of graduating and other students re-evaluated	22. Re-evaluate permanent records of graduating and other attending students	912	1,305	5	4	5	4.66	
No. of identification card processed	23. Take pictures and process identification card of faculty, staff and students	2,136	3,399	5	4	5	4.66	
No. of hours spent in the preparation of enrolment venue	24. Assists in the preparation of enrolment venue	2	4	5	4	5	4.66	
No. of credentials checked and enrolment forms issued	25. Assists in checking credentials and issue enrolment forms to new freshmen	300	481	5	4	5	5.00	
		5	4.00	5	4.600			

Average Rating (Total Over-all Rating divided by 4)
Additional Points:
Punctuality
Approved Additional points (with copy of approval)
FINAL RATING
ADJECTIVAL RATING

Comments & Recommendations for Development Purpose:
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Received by	Calibrated by:	Recommending Approval	Approved by:
 MERIAM M. DELA TORRE	 PMT	 BEATRIZ S. BELONVAS, PhD Vice President	 EDGARDO E. TULIN President
Date _____	Date _____	Date _____	Date _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2016

Name of Staff: MANUEL C. BARTOLINI Position: ADMIN. 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.

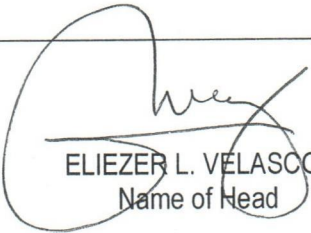
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The faculty fails to meet job requirements

PART 1

A. Commitment (both for subordinates and supervisors)		Scale				
1. Demonstrates sensitivity to clients' 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 the 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		58				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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: _____


ELIEZER L. VELASCO
Name of Head