

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: MARICEL V. AUREO (JAN-JUNE 2019)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.33
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:


MARICEL V. AUREO
Name of Staff

Reviewed by:


VELMA P. BONTUYAN
Department/Office Head

Recommending Approval:


DILBERTO O. FERRAREN
Immediate Supervisor

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARICEL V. AUREO** of the Visayas State University, Manila Office, 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-June 2019.

MARICEL V. AUREO

Ratee

VELMA P. BONTUYAN

Head of Office


Univ. MFO & PAP's	VMO MFO	Success Indicators	Task assigned	Target January-June 2109	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO 6. General Admin and Support Services	VMO MFO 1:	Zero complaints from clients	Clients served effectively and efficiently	90%	100% zero complaint	5	5	5	5	
		Number of documents and items transmitted to and from the main/external campuses facilitated	Administrative services	80	94	5	5	4	4.67	
		Number of quarterly liquidation report of fund transfers & cash advances	Financial recording services	2	2	5	5	4	4.67	
		Number of Monthly Report of Sales, Collection and Remittances	Income generating services	5	6	5	5	4	4.67	
		Number of payments prepared for the utility and other maintenance expenses of the Lodging House and other messegerial services provided to VSU Offices/officials not later than 2 days from receipt	Messegerial services	28	33	5	4	5	4.67	
	VMO MFO 2:	No. of linkages with other government/private agencies established and maintained	Liaisoning services	15 linkages	18 linkages	5	4	4	4.33	
	VMO MFO 3:	Percentage of guests accommodated and served	Frontline services	30%	40%	5	5	5	5	
		Number of issued Official Receipt after payment made by the guest within 5 minutes after presenting the filled up registration form and ID	Cashiering services	15	18	5	5	5	5	
	VMO MFO 4:	Number of requests for canvassing and purchasing from main/external campuses facilitated	Canvassing and purchasing services	5	7	5	5	4	4.67	
		Number of check payments/LDDAP served thru phone to concerned suppliers and other checks delivered to concerned payees	Messegerial services	55	74	5	5	4	4.67	

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task assigned	Target January-June 2109	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	VMO MFO 5:	Number of new HR systems/innovations introduced and implemented	1) VMO Records Management System was established and 2) Internal communication system established	2	2	5	5	4	4.67	
		Number of best practices introduced and implemented	1) Online reservation was established 2) Implemented the cost cutting system by unsubscribing the monthly cable services and switch to TV plus that has no monthly subscription	2	2	5	5	4	4.67	
		Total Over-all Rating							4.72	

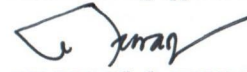
Average Rating (Total Over-all rating)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
Final Rating		
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose

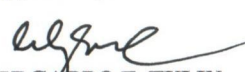
Evaluated and rated by:


VELMA P. BONTUYAN
 Head, VMO
 Date: _____

Recommending approval:


DILBERTO O. FERRAREN
 VP for Resource Generation and External Affair

Approved by:


EDGARDO E. TULIN
 University President
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY to JUNE 2019

Name of Staff: MARICEL V. AUREO Position: Admin. Aide IV

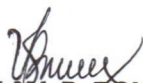
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	54				
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	54/12				
Average Score	4.50				

Overall recommendation : _____


VELMA P. BONTUYAN
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office

Head of Office: VELMA P. BONTUYAN


Name of Staff: Maricel V. Aureo

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


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<u>Monitoring</u> 1.Receiving, recording/ encoding, submission of documents,/reports delivering/paying of checks		X		Release of checks only to authorized personnel upon presentation of proper Identification/or SPA	
<u>Coaching</u> 1. To deliver document immediately to agencies concerned one day after receipt thereof. 2. To serve every client with high respect, humbly and with a smile. 3. To be punctual in reporting to work	x x	x x x			

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

Conducted by:


VELMA P. BONTUYAN
 Head, VSUMO

Noted by:


DILBERTO O. FERRAREN
 VP, Resource Generation and
 External Affairs Office

PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: **MARICEL V. AUREO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of output**	Remarks/ Recommendation
1	Liquidation of Cash Advances	Cash Advances liquidated	One week every after end of each quarter	Within April 2019 –and July 2019	Within July 2019	Very Impressive	Outstanding	Liquidation of cash advance submitted a week after end of quarter
2	Bank Reconciliation Report	Bank Reconciliation Prepared and submitted	Various dated from January 2019 to June 2019	Within July 2019	Within July 2019	Very Impressive	Outstanding	A day after receipt of Bank Statement
3	Delivery and payment of Checks /LDDAP and Recording in the cash book of office financial transactions	Checks/LDDAP delivered and paid. Cash Book updated	Various dated January to June 2019	Within January-June 2019	Within June 2019	Very Impressive	Outstanding	Delivered and paid Before checks become staled.
4	Preparation of voucher for payment of various expenses of the office and other supporting documents	Preparation of voucher for various claims	Various dated January to June 2019	Within July 2019	Within July2019	Very Impressive	Outstanding	Voucher prepared and submitted with complete attachments of supporting documents
5	Preparation of all supporting documents of travel and purchases of s/m, f/f & equipments	Different supporting documents prepared	Various dated January to June 2019	Within July 2019	Within July 2019	Very Impressive	Outstanding	Gathered and prepared office and other financial documents facilitated and completed in the procurement of s/m,,f/f and equipments/

PERFORMANCE MONITORING FORM

Exhibit I


Name of Employee: MARICEL V. AUREO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
6	Records incoming and outgoing documents/communication	Documents received, recorded and released	Various dated January to June 2019	Within January to June 2019	Within June 2019	Very Impressive	Outstanding	Recorded all documents

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VELMA P. BONTUYAN
 Head of Office