



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **TONI MARC L. DARGANTES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
TOTAL NUMERICAL RATING			4.72 4.81 <i>gl</i>

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

toni
TONI MARC L. DARGANTES
Administrative Assistant VI

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
Director for Planning

Approved by:

Dilberto O. Ferraren
DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation
and Auxiliary Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Planning, Resource Generation and Auxiliary Services 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 2021.


TONI MARC L. DARGANTES

Ratee

Approved:


DANIEL LESLIE S. TAN

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management	Updating of the Transparency Seal	Update the VSU Transparency Seal contents	5	6	5	5	5	5.00	
	Number of Successful procuremt for the University as Assistant Chairman of the BAC Secretariat	<ul style="list-style-type: none"> • Posting of Invitation to Bid and Award in the PhilGEPS Website • Facilitate conduct of procurement activities 	15	23	5	5	5	5.00	
	Number of office documents reviewed and approved	Review and approve office operational documents	10	7	4	5	5	4.67	
	Number of personnel supervised	Supervise Planning office personnel for office operations and attainment of targets and assigned tasks	2	4	5	4	5	4.67	
Management Information System	Number of Management Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	1	2	5	5	5	5.00	
	Endorsed ISSP	Coordinate and gather data for the creation of the VSU Information System Strategic Plan	100%	100%	5	5	5	5.00	

[illegible]

Average Rating (Total Over-all rating divided by 12)		4.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		

**Comments &
Recommendations for
Development Purpose**

*Needs training in Strategic
Planning & Applicable Skills
of Analysis in planning.*

Evaluated & Rated by:



DANIEL LESLIE S. TAN
Director for Planning

Date: _____

Approved by:



DILBERTO O. FERRAREN
VP for PRGAS

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: **Toni Marc L. Dargantes**

Position: Administrative Assistant VI


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	5	4	3	2	1

effectiveness of the office or satisfaction of clientele					
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	81				
Average Score	9.76				

Overall recommendation : Needs training in Strategic Planning and Applicable skills in Analysis in Planning


DILBERTO O. FERRAREN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Toni Marc L. Dargantes

Performance Rating: July 1 to Dec 31, 2021

Aim: Efficient Planning facilitation for a relevant University Plan

Proposed Interventions to Improve Performance:

Date: July. 1, 2021

Target Date: Dec. 31, 2021

First Step: Nominate and Send to Futures thinking training

Result:

Familiarized with the Futures thinking process, tools, and methodology

Date: January 1, 2022

Target Date: June 30, 2022

Next Step:

Assign as team member of the VSU Futures thinking team

Outcome: Future considered in the Planning Process.

Final Step/Recommendation:

Facilitate the University planning process with the use of Futures Thinking tools.

Prepared by:



DILBERTO O. FERRAREN

VP, Planning Resource Generation
And Auxiliary services

Conforme:



TONI MARC L. DARGANTES