



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Rhea Angelie M. Fernandez

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.482	70%	3.138
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.685	30%	1.405
TOTAL NUMERICAL RATING			4.543

TOTAL NUMERICAL RATING:

4.543

Add: Additional Approved Points, if any:

4.543

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.543

ADJECTIVAL RATING:

Outstanding

Prepared by:

RHEA ANGELIE M. FERNANDEZ
Name of Staff

Reviewed by:

LILIAN B. NUÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, RHEA ANGELIE M. FERNANDEZ, Administrative Aide III, of the ISRDS commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period April-June, 2022.

RHEA ANGELIE M. FERNANDEZ

Adm. Aide III

Date: 7/10/22

LILIAN B. NUÑEZ

Head of Unit

Date: 7/10/22

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)											
OVPI MFO 1. Administrative and Facilitative Services											
	PI 1: Prepares administrative and official documents and facilitates approval of the Institute.			Preparation of administrative documents (external and internal forms) and other official documents of the Institute & correspondence, recording of incoming and outgoing communications.	50	34	4	4	4	4	
	PI 2: Manages the recording and filing of Institute records and official forms /documents in accordance with established and/or standard documentation.				100	113	4.5	4.5	4.5	4.5	
	PI 3: Serves as alternate deputy Document and Records Controller (dDRC) of the Institute for ISO 9001: 2015 Certification				100%	100%	4	4	4	4	
	PI 4: Assists in the accreditation (AACUP, ISO, RQUAT) activities.				100%	100%	4.5	4.5	4.5	4.5	

4.625

OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service		Zero percent complaint from clients served	100% no complaint	100% no complaint	4	4	4	4
	Best practices/new initiatives								
Total Over-all Rating			8.25						

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	4.125
Approved Additional points (with copy of approval)	
FINAL RATING	4.125
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

*Develop communication skills
To assist staff in R&E
project reporting & monitoring*

Evaluated & Rated by:

Recommending Approval:

Approved by:

Lilian B. Nuñez
LILIAN B. NUÑEZ
Dept./Unit Head

Date: 7/10/22

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
Dean
Date: 7/11/22

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RHEA ANGELIE M. FERNANDEZ**, of the Office of the Head of the University Review 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 March, 2022.

RHEA ANGELIE M. FERNANDEZ

Ratee

Approved:

CHRISTY M. DESADES

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGAS MFO 1. Administrative and Support Services Management	PI. 1. Efficient and Customer Friendly Frontline Service								
	Percentage of complaints from clients served	Entertain clients with no complaints	100%	100% no complaints	5	5	5	5	Zero percent complaint
	PI 2. Effectively acted Administrative/financial documents								
	Number of administrative and financial documents timely and effectively acted upon.	Prepare, record and release all financial/ administrative documents.	50	58	4	5	5	4.67	
	Number of administrative & management meetings facilitated	Facilitate and assist in meetings	9	7	5	5	4	4.67	

	Number of documents issued, maintained, retrieved, and controlled as dDRC	Issue, maintain, retrieve, and control controlled documents	50	28	5	5	4	4.67	
OPVPPRGAS MFO2 Planning, Management, and Monitoring Services	Number of databases on VSU performance in various licensure examinations maintained	Maintain licensure examination databases	2	12	5	5	5	5	
	Number of databases of experts as lecturers and resource persons	Maintain experts database	2	2	5	5	5	5	LEA & FLE Review Class
Total Over-all Rating								29.01	

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.84
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Continued attendance to trainings, seminars, and workshops related to job description

Evaluated & Rated by:

Christy M. Desades
CHRISTY M. DESADES

Unit Head

Date: July 13, 2022

Recommending Approval:

Angelica P. Baldos
ANGELICA P. BALDOS

Director, CCE

Date: July 19, 2022

Approved by:

Dilberto O. Ferraren
DILBERTO O. FERRAREN

Vice President, PRGAS

Date: July 14, 2022

$$\begin{array}{r}
 4.84 \times 70\% = 3.39 \\
 4.92 \times 20\% = 1.48 \\
 \hline
 4.87
 \end{array}$$

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: April-June 2022

Name of Staff: Rhea Angelie M. Fernandez Position: Administrative Aide III

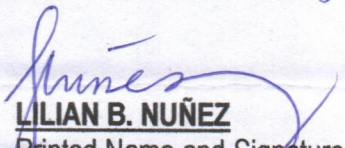
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. 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		54				
Average Score		4.5				

Overall recommendation : Doing well in computerization of docs!


LILIAN B. NUÑEZ
 Printed Name and Signature
 Head of Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – March 2022

Name of Staff: Rhea Angelie M. Fernandez 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
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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		59				
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		N/A				
Average Score		N/A				

Overall recommendation : Continued attendance to trainings, seminars, and workshops related to job description


CHRISTY M. DESADES
 Head, URS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA ANGELIE M. FERNANDEZ

Performance Rating: 4.543

Aim: To be an efficient R&E project monitor & communicator

Proposed Interventions to Improve Performance:

Date: July 11, 2022 Target Date: July - Dec 2022

First Step:

Monitor activities conducted by staff in the implementation of R&E projects

Result:

Complete record of R&E activities

Date: Aug. 1, 2022 Target Date: July - Dec 2022

Next Step:

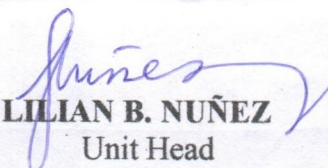
Communicate ISRDS events in ISRDS FB account.

Outcome: Efficient Communicator of ISRDS events


Final Step/Recommendation:

Attend trainings relevant to communication skills development.

Prepared by:


LILIAN B. NUÑEZ
Unit Head

Conforme:


RHEA ANGELIE M. FERNANDEZ
Name of Ratee Faculty/Staff