



**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	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.82


FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

  
**TONI MARC L. DARGANTES**  
Administrative Assistant VI

  
**MARCELO T. ABRERA Jr.**  
Director for Planning

JAN 05 2024

JAN 05 2024

Approved by:

  
**DILBERTO O. FERRAREN**  
Vice President for Planning,  
Resource Generation and Auxiliary Services  
JAN 05 2024

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

RECEIVED  
A24-089 Exhibit B  
27 MAY 2024  
gr.

I, TONI MARC L. DARGANTES, of the Planning 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 July to December 2023.

  
TONI MARC L. DARGANTES  
Ratee  
JAN 05 2024

Approved:   
MARCELO T. ABRERA JR.  
Head of Unit  
JAN 05 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative and Support Services Management	Number of Successful procurement for the University as Assistant Chairman of the BAC Secretariat	<ul style="list-style-type: none"> <li>Posting of Invitation to Bid and Award in the PhilGEPS Website</li> <li>Facilitate conduct of procurement activities (Pre-Procurement, Prebidding Conference, Bid Opening, Bid Evaluation, Post Qualification)</li> </ul>	30	17	5	5	5	5.00	37 was done in the 1st and 2nd quarter
	Number of office documents reviewed and approved	Review and approve office operational documents	20	102	5	5	5	5.00	
	Number of Committee membership actively participated	Perform the duties assigned in University committees	3	5	5	5	5	5.00	
	Number of personnel supervised	Supervise Planning office personnel for office operations and attainment of targets and assigned tasks	4	5	5	4	5	4.67	
	Number of Management Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	1	2	4	5	5	4.67	



<b>Management Information System</b>	MIS Project Implementation facilitation	Facilitate the implementation of the MIS and it's attached systems based on the Information System Strategic Plan	100%	100%	5	5	4	4.67	
	Number of Conduct of Information System orientations and trainings	Train and orient end users on the newly developed SPPMIS system	1	4	4	4	5	4.33	to be done in the 3rd or 4th quarter
<b>Planning Services</b>	Number of Budget Proposal call conducted and facilitated	prepare and Conduct budget proposal call for projects for CY 2024	1	2	5	5	5	5.00	MOOE proposal call. CO will be done in the 3rd quarter
	Number of programs and projects reviwed and submitted to NEDA, CHED, and DBM	Received, Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM	40	52	5	5	5	5.00	
	Number of Projects encoded in the NEDA PIPOL system	Check project rediness and encode in the NEDA PIPOL System	45	98	5	4	5	4.67	
	Number of planning quality procedures created/updated	Facilitate the revision existing Institutional Planning quality procedures	1	1	5	4	5	4.67	
	Number of Procedural guidelines created/updated/revised	Facilitate the revision of Planning procedural guidelines	1	3	5	5	5	5.00	
	Number of Monitoring Activities Conducted, Facilitated, Coordinated	Conduct monitoring of the OTP, Operational Plan, Strategic Plan, Risk, OPCR	4	4	4	5	4	4.33	University wide, OVPAF, OVPASA, OVPPRGAS,
	Number of Monitoring Forms reviewed, processed and cosolidated	Consolidate the submitted monitoring forms per Vice President for report generation	10	24	4	4	5	4.33	
	Number of OPCR's consolidated, reviewed, evaluated, and validated	Consolidate, review, validate, and evaluate the initial performance assessment of the Heads of Units based on reported Office accomplishments against the success indicators.	4	256	5	5	5	5.00	Targets for 2024 and accomplishment for 2023

	Number of monitoring reports created	Create the Strategic plan and Risk, summary highlights reports based on the submitted monitoring forms	2	3	4	5	4	4.33	University wide, OVPAF, OVPASA, CFES, OVPPRGAS, OVPA, OVPREI
	Number of performance assessment conducted and facilitated	Prepare and facilitate the Performance Assessment of the University and consolidate the submitted output	1	1	5	5	4	4.67	
	Number of Planning Activities Conducted, Facilitated, Coordinated	Conduct of revisiting of the 2017-2027 VSU Strategic Plan	3	7	5	5	5	5.00	
	Number of Planning Workshops conducted and facilitated	Facilitate and conduct the planning workshop for the University	1	3	5	5	5	5.00	
	Number of Offices assisted in the planning process	Assist and guide offices in the conduct of their strategic planning and revisiting of strategic plan	4	6	5	5	5	5.00	OVPAF, OVPSAS, OVPPRGAS, OP, CFES, CAFS
	Number of Office Planning Documents reviewed and updated	Review, evaluate and provide comments for SWOT, ROAM, OTP, WFP, and OPCR of office of VSU	2	6	5	5	5	5.00	OP and all VPs
	Percent of Land Use Development and Infrastructure Plan development facilitated	Facilitate and act as secretariate for the development of the VSU Land Use Development and Infrastructure Plan	100%	100%	4	4	4	4.00	
	Percentage of ISO GOOI and NCs Addressed	Address all ISO Audit finding	100%	100%	5	4	4	4.33	All CARs, GOOIs, NCs Addressed
	Number of Institutional/operational and development plans formulation facilitated	Facilitate the formulation of institutional/operational and development plan of the University and different offices	2	2	4	5	5	4.67	ISSP and LUDIP
<b>Additional Output</b>	Number of trainings as resource person for VSU	Acts as resource person for VSU sponsored trainings/orientations		4	5	5	5	5.00	



	Number of trainings as resource person for other agencies	Acts as resource person for trainings sponsored by other agencies		1	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>123.33</b>	

<b>Average Rating (Total Over-all rating divided by 14)</b>	<b>4.74</b>	
<b>Additional Points:</b>		
<b>Punctuality</b>		
<b>Approved Additional points (with copy of approval)</b>	<b>0</b>	
<b>FINAL RATING</b>	<b>4.74</b>	
<b>ADJECTIVAL RATING</b>		

Approved by:

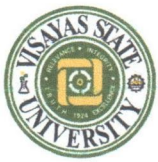


**DILBERTO O. FERRAREN**

VP for PRGAS

Date: **JAN 05 2024**

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2023

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 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	60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	25				
Average Score	5.00				

Overall recommendation : \_\_\_\_\_

  
**MARCELO T. ABRERA Jr.**  
 Printed Name and Signature  
 Head of Office  
 JAN 05 2024

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PLANNING OFFICE**

Head of Office: **MARCELO T. ABRERA JR.**

Name of Personnel: **TONI MARC L. DARGANTES**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Check documents submission to funding agencies and monitor project submission process				Done
Coaching	Coach on the project details				Done

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

Conducted by:

  
**MARCELO T. ABRERA JR.**  
 Director



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Toni Marc L. Dargantes

Performance Rating: Outstanding

Aim: Efficient Planning facilitation for a relevant University Plan

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step: Recommend to attend master planning trainings conducted by reputable institutions

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Result:

Enhanced knowledge and abilities in the master planning process, procedures, tools and methods

Date: July 1, 2024

Target Date: December 31, 2024

Next Step:

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Prepare for the facilitation of University master planning

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Outcome: Approved budget for project proposals.

Final Step/Recommendation: Facilitate the LUDIP formulation.

Prepared by:



**DILBERTO O. FERRAREN**

VP, Planning Resource Generation  
And Auxiliary services

JAN 05 2024

Conforme:



**TONI MARC L. DARGANTES**  
Administrative Assistant VI

JAN 05 2024