


COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF

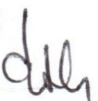
Name of Administrative Staff: TONI MARC L. DARGANTES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	4.64 x 70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.62


ADJECTIVAL RATING: Outstanding

Prepared by:

TONI MARC L. DARGANTES
Name of Staff

Reviewed by:

EDITHA G. CAGASAN
Head

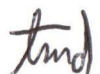
Recommending Approval:

REMBERTO A. PATINDOL
Chairperson, PMT


Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **TONI MARC L. DARGANTES**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** 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, 2016**.


TONI MARC L. DARGANTES
 Ratee

Approved:


EDITHA G. CAGASAN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Online Services (updates for the VSU e-learning website)	Number of Courses Created and maintained	Add and maintain online courses offered	5	6	5	4	4	4.33	Created 6 courses ,
	Number of Categories Created and Maintained	Add and maintain Categories for each of the courses	12	16	4	5	4	4.33	Created 16 categories for online courses
	Number of topics/resources Created	Add topics and build up web contents for each topics	5	8	5	5	4	4.67	Created 8 topics for ANSCI 221
	Number of images edited and uploaded	Add images to the web contents of the topics	5	259	4	5	5	4.67	Scanned and edited for AGDE 202 (175) and ANSCI 231 (84)
	Number of user accounts created/maintained	Create user accounts for students and teachers	20	27	5	4	5	4.67	Maintained 27 user accounts
	Number of instructional Materials converted to web / text format	Convert hard copy instructional materials to soft copy	3	5	5	5	4	4.67	Converted 5 Instructional Materials form hard copy to soft copy
	Number of Instructional Materials sent to students	send hard and soft copy of Instructional Materials to extramural students	60	74	5	5	5	5.00	sent 72 via email and 2 hard copy
Technical Services	Number of videos taken for Instructional Materials and VSU activities	Take video footage for VSU Activities	2	3	4	5	5	4.67	Took video footages for VSU Aniversary, FFD, The Voice
	Number of ICT Equipment Maintained/Repaired	Maintain/Repair ICT equipment of OPO	6	7	4	5	5	4.67	Repair 4 laptops, Install OS and apps for 3 new laptops
	Number of Seminar/Workshop/Trainings facilitated	Facilitate in Seminar/Workshop/Trainings conducted by the University	2	4	5	5	4	4.67	BS and Graduate Curriculum review, 2 faculty reviews

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number for Website Created/maintained	Create/maintain Website for VSU and other projects	2	4	5	5	4	4.67	OU facebook page, VSU website, VSU email, CON DDCA Survey
Admin support services	Number of ICT equipment specifications/awards submitted	Make Specifications and award ICT equipment for OPO	3	16	4	5	5	4.67	Specs for 2017 PPMP
	Number of poster created, edited, posted	Print posters as required by CSC	5	7	5	5	4	4.67	Created 1, edited / posted 6
Total Over-all Rating								60.33	

Average Rating (Total Over-all rating divided by 13)		4.64
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendations for Development Purpose
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Received by:

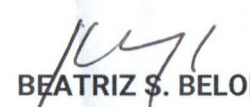
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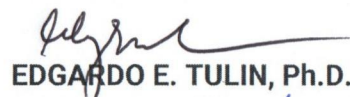

Recommending Approval:

Approved by:


DANIEL M. TUDTUD
 OVPPRGEA


REMBERTO A. PATINDOL, Ph.D.
 Chairperson, PMT


BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Instruction


EDGARDO E. TULIN, Ph.D.
 President 

1 - quality 2 - efficiency 3 - timeliness 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2016

Name of Staff: TONI MARC L. DARGANTESPosition: Administrative Assistant II

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		55				
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						
Average Score		4.58				

Overall recommendation : _____


 EDITHA G. CAGASAN
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to manage the Open University course site, and to prepare and distribute Instructional Materials for Distance education students

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: **August 2016**

Target Date: **August – December 2016**

First steps:

- Turning over the management of the preparation and distribution of Instructional Materials to Distance Education students from Ms. Nicolasa Florentino who is currently pursuing PhD in Crop Science under CHED Scholarship;
- Briefing about the process of preparing, review, reproduction and distribution Instructional Materials to Distance Education students.

Results:

- Systematized the management and distribution of Instructional Materials;
- Increase in the number of Online Instructional Materials;
- Converted Instructional Materials in print to web and text format for easy management.

Date: **September 2016**

Target Date: **October 2016**

Next Step:

- Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs) by allowing Mr. Dargantes to attend the Annual Conference of the Asian Association of Open Universities (AAOU) in Manila on October 26 to 29, 2016.

Outcome:

- Increased understanding and appreciation of Open Distance Learning and Massive Open Online Courses.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



Dr. EDITHA G. CAGASAN
Head, Online Programs Office