



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JESUS FREDDY M. BALDOS**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: **4.53**
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.53**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


SHEILA MARIE C. LEMOS
Name of Staff

Reviewed by:


ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:


SANTIAGO TIPEÑA, JR.
Executive Assistant

Approved:


REMBERTO A. PATINDOL
VP for Administration and Finance

INDIVIDUAL PERFORMANCE and COMMITMENT REVIEW FORM (IPCR)

I, JESUS FREDDY M. BALDOS, Administrative Officer V of the Information Office, commit 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 2020.

JESUS FREDDY M. BALDOS

Administrative Officer V

Date: _____

ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
OPMFO 8 Information and Web Services											
IO MFO 1. Administrative Support Services											
	PI 1: Efficient and customer friendly assistance	JFMBaldos	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00		
	PI 2: Facilitate tour guiding	JFMBaldos	Campus tour for visitors	Number of tours facilitated	2	5	5	5	5.00		
IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)											
	PI 1: Documentation of university activities/events	JFMBaldos	Documentation and publication of VSU and related events and developments	All events and developments documented should be published either on print, web, and other media	100% university activities documented	5	4	4	4.33		

		JFMBaldos	Proper archiving of photos	Photos organized by folder by year and month	2,500 photos archived	5	4	4	4.33	
	PI 2: Publishing of news articles and bulletins of the Office of the President	JFMBaldos	Articles posted on the VSU website	Four articles uploaded at the VSU website per month	36	5	4	4	4.33	
IO MFO 3. Innovation and Best Practices Management										
	PI 1: Obelisk online news articles and bulletins uploaded in social media platforms of the university	JFMBaldos	Compiled Obelisk articles sent thru email	Upon consolidation of all edited articles	36	5	4	4	4.33	
	PI 2: Obelisk articles sent to Local Newspaper as press release	JFMBaldos	Articles published in the EV Mail	One press release per month	6	5	4	4	4.33	
Total Over-all Rating									31.65	Comments & Recommendations for Development Purpose: <i>Exposure to other media platform not the taking of photos</i>
Average Rating						5.00	4.29	4.29	4.52	
Adjectival Rating						Outstanding				

Rated by:

ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

Calibrated by:

SANTIAGO J. PEÑA, JR.

Executive Assistant

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: January-June 2020

 Name of Staff: JESUS FREDDY M. BALDOS

 Position: Administrative Officer V

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 his work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his 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				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	55				
Average Score	4.58				

Overall recommendation :

ULDERICO B. ALVIOLA
Head, Information Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Information Office

Head of Office: Ulderico B. Alviola

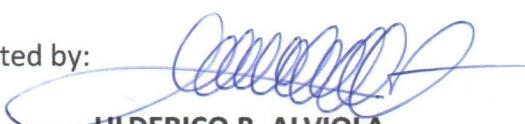
Number of Personnel: Jesus Freddy M. Baldos

Signature: 


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Entertaining inquiries from clients and visitors	x				
Facilitating and coordinating campus tours	x				
Documenting campus activities/events and publishing them in either print, web, and other media	x	x			
Archiving, arranging and organizing photos by folder based on year and month	x	x			
Uploading news articles at the VSU website every month	x	x			
Consolidating and compiling all edited news articles	x	x			
Submitting press release every month	x				
Coaching					
Answering queries of some faculty and staff, undergraduate and graduate students who personally visited the office, through online and SMS	x				

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

Conducted by:


ULDERICO B. ALVIOLA
Head, Information Office

Noted by:


SANTIAGO T. PEÑA, JR.
Executive Assistant

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JESUS FREDDY M. BALDOS**

Performance Rating: **Outstanding**

Aim: To improve the capability in documenting the University activities/events, and to come up with quality news articles for publication in the VSU Obelisk, in the online platform or the VSU Website, and in other media outlets.

Proposed Interventions to Improve Performance:

Date: **January 1, 2020**

Target Date: **June 30, 2020**

First Steps:

- Briefing and reorientation on the processes of documenting University activities/events.
- Briefing on how to come up with quality news articles to suit the needs of the intended readers/users of information to be published in the official publications of the University and with other media platforms.
- Discussion about the things that need to be done for the effective and efficient information dissemination.

Results:

- Guided and observed on the processes while documenting University activities/events;
- Improved content of the news articles printed and published in the official publications of the University and other media outlets;
- Increased the number of articles posted in the VSU Website;
- Continued updating and improving new interventions to effectively and efficiently disseminate information to the masses.

Date: **July 1, 2020**

Target Date: **December 31, 2020**

Next Step:

- Exposure to other media platforms used by other government agencies and academic institutions for him to be able to fast track information dissemination about the University to other people here and abroad.

Outcome:

- Increased understanding and appreciation of other media platforms used for massive information dissemination.

Final Step/Recommendation:

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

Prepared by:


ULDERICO B. ALVIOLA

Head, Information Office

Conforme:


JESUS FREDDY M. BALDOS

Administrative Officer V