



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Marily V. Seville

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50 4.78	70%	3.15 3.35
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.80 4.60

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.80 4.60

4.80 4.60

4.80 4.60

Outstanding VS

Prepared by:

Marily V. Seville
Name of Staff

Reviewed by:

Christy M. Desades
Head, URS

Recommending Approval:

Christy M. Desades
Director, CCE

Approved:

Moises Neil V. Serino 01/28/25
VP for Planning, Resource
Generation & Auxiliary Services

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILY V. SEVILLE, 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 December, 2024.

MARILY V. SEVILLE
Ratee

Approved:

CHRISTY M. DESADES
Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Targets (Jan - Dec. 2024)	Actual Accomplishments	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 received)	5	5	5	5.00	Zero percent complaint from clients served
	PI 2. Effectively acted Administrative/financial documents								
	Number of administrative and financial documents timely and effectively acted upon.	Prepare, record and release all administrative and financial documents.	50	96/50	5	5	4	4.67	Communications/ requests, planning documents (SWOT, ROAM, OTP, WFP), PPMP, OPCR, IPCR; personnel documents (DTR, contract renewals, etc), cash advances, replenishments, etc. all documents related to function

	Number of administrative & management meetings facilitated	Facilitate and assist in meetings	16	16/12	5	5	4	4.67	Staff monthly meetings & LEPT preparation meeting
	Number of documents issued, maintained, retrieved, and controlled as dDRC	Issue, maintain, retrieve, and control controlled documents	50	165/50	5	4	5	4.67	Such as certifications issued to reviewees, resource persons, office communications, accomplishments, & other forms
OPVPPRGAS MFO2 Planning, Management, and Monitoring Services	Number of databases on VSU performance in various licensure examinations maintained	Maintain licensure examination databases	12	12/12	5 4	5 4	5 4	5.00 4.00	All degree programs of VSU with licensure examinations
	Number of databases of experts as lecturers and resource persons	Maintain experts database	2	2/2	5 4	5 4	4	4.67 4.00	Review Masters for Professional Teachers
		Total Over-all Rating	28.68 27.01	Comments & Recommendations for Development Purpose: Continued attendance to trainings, seminars and workshops related to job description; Assign new responsibilities to develop new skills.					
		Average Rating	4.78 4.50						
		Adjectival Rating	Outstanding VS						

Evaluated & Rated by:


CHRISTY M. DESADES

Head, University Review Services

Date: 1-24-25


Recommending Approval:


CHRISTY M. DESADES

Director, Center for Continuing Education

Date: 1-24-25

Approved by:


MOSES NEIL V. SERINO

Vice President for Planning, Resource
Generation & Auxiliary Services

Date: 1-28-25

Legend: 1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: University Review Services

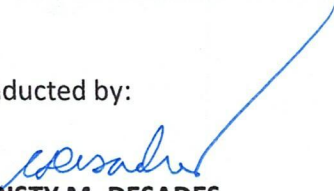
Head of Office: Christy M. Desades

Number of Personnel: 2


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		August 30, 2024 meeting			Conducted a check on the records and documents for the unit.
Coaching	Unspecified dates				Used democratic coaching to give freedom and accountability to staff. Head only steps in when needed to guide staff.

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

Conducted by:


CHRISTY M. DESADES
Immediate Supervisor

Noted by:

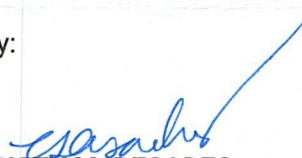

MOISES NEIL V. SERIÑO
Next Higher Supervisor

01/28/25

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. General Administration & Support Services								
PI.1. Zero percent complaints from clients served	Entertain clients' concerns and needs; provides timely and efficient service; ensures clean and organized work space	dDRC & Head	Year-round	100%	100%	100%	100%	Done daily
PI.2. Effectively acted administrative/ financial documents	Prepare, record, and release financial/ administrative documents	dDRC	Year-round	100%	100%	100%	100%	Accomplished within the period
	Facilitate and assist in CCE/URS/CPD meetings & other official functions	dDRC	Year-round	100%	100%	100%	100%	During regular & special meetings
	Issue, maintain, retrieve and control controlled documents	dDRC	Year-round	100%	100%	100%	100%	Done daily
MFO 2. Planning, Management, and Monitoring Services	Maintain licensure examination database	dDRC	Within the period prescribed	100%	100%	100%	100%	Accomplished within the period
	Maintain experts database	dDRC	Within the period prescribed	100%	100%	100%	100%	Accomplished within the period

Prepared by:


CHRISTY M. DESADES
Unit Head

PERFORMANCE MONITORING FORMName of Employee: **MARILY V. SEVILLE**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Entertain clients' concerns and needs; provides timely and efficient service; ensures clean and organized work space	Zero complaints from clients served	Year-round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
2.	Prepare, record, and release financial/ administrative documents	Actual number of financial/ administrative documents	Year-round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
3.	Facilitate and assist in CCE/URS/CPD meetings & other official functions	Actual number of meetings and official functions	Jan 26, 2024, Feb 5, 2024, Mar 29, 2024, Apr 29, 2024, May 31, 2024, June 24 & 28, 2024, July 8 & 12, 2024, Aug 5 & 30 2024, Sept 17 & 20, 2024, Oct 4, 2024, Nov 13 & 18, 2024	Jan 26, 2024, Feb 5, 2024, Mar 29, 2024, Apr 29, 2024, May 31, 2024, June 24 & 28, 2024, July 8 & 12, 2024, Aug 5 & 30 2024, Sept 17 & 20, 2024, Oct 4, 2024, Nov 13 & 18, 2024	Jan 26, 2024, Feb 5, 2024, Mar 29, 2024, Apr 29, 2024, May 31, 2024, June 24 & 28, 2024, July 8 & 12, 2024, Aug 5 & 30 2024, Sept 17 & 20, 2024, Oct 4, 2024, Nov 13 & 18, 2024	Impressive	Very Satisfactory	
4.	Issue, maintain, retrieve and control controlled documents	Organized filing of records and documents following QMS processes	Year-round	Within the period prescribed	Accomplished within the period	Impressive	Outstanding	
5.	Maintain licensure examination database	Actual number of licensure examination database	Year-round	Within the period prescribed	Accomplished within the period	Impressive	Very Satisfactory	
6.	Maintain experts database	Actual number of experts' database	Year-round	Within the period prescribed	Accomplished within the period	Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

CHRISTY M. DESADES

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILY V. SEVILLE

Performance Rating: January 2, 2024 – December 31, 2024

Aim: Improve skills for current job and acquire new knowledge and skills

Proposed Interventions to Improve Performance:

Date: January 2, 2024

Target Date: December 31, 2024

First Step: Suggest and facilitate improvements for URS based on inputs from trainings/seminars attended

Result: Organized filing of records and documents according to QMS processes

Date: January 2, 2025


Target Date: June 30, 2025

Next Step: Continued attendance to trainings, seminars and workshops related to job description. Assign new responsibilities to develop new skills.


Outcome: To be determined after target period.

Final Step/Recommendation: _____

Prepared by:


CHRISTY M. DESADES
Unit Head

Conforme:


MARILY V. SEVILLE
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan – Dec 2024**

Name of Staff: **Marily V. Seville**

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	58				
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	4.83				

Overall recommendation: Continued attendance/participation to trainings, seminars and workshops related to job description. Assign new responsibilities to develop new skills.


CHRISTY M. DESADES
Head, URS