

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Rating Period: July – December 2016

Name of Administrative Staff: ERLINDA S. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of her his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.92


TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any: 00.0


TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:


ERLINDA S. VALENZONA
Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
Office Head/Supervisor

Recommending Approval:



REMBERTO O. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, ERLINDA S. VALENZONA, of the OVPI 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.


ERLINDA S. VALENZONA
Ratee

APPROVED:


BEATRIZ S. BELONIAS
Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
PI 1: Graduate students awarded with scholarship/ assistantship	No. of graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student scholars' payrolls for stipend, book and thesis allowances and other claims need for immediate signature and release (as agreed during a meeting with the scholars)	30	38	5	5	5	5.00	
	No. of recommendation letter for graduate research/teaching assistantship facilitated for action/signature	Facilitated letter recommendations for graduate assistantship assigned in the different academic departments for action/signature	4	6	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
PI 2: New undergraduate curricular program	No. of compiled approved/ offered curricular program with CMO and BOR	Compiled approved/offered curricular program with photocopied proof of actions by the VCC, UAC and BOR	1	2	5	5	4	4.67	
P13: Existing curriculum proposal for revision and evaluation	No. of compiled curricular proposals submitted for action by the appropriate bodies	Made/updated separate compilation of all for curriculum proposal submitted with proof of action by the appropriate bodies	2	4	5	5	5	5.00	
	No. of faculty attended CHED orientation on existing policies/ standards of degree programs offered	Facilitated faculty travel request, claims, funding and other supporting documents for curriculum development purposes	2	20	5	5	5	5.00	
OVPI MFO 2: Student Management Services									
PI 2: Students awarded with scholarship/ grants-in-aid	No. of payrolls of scholars/grantees facilitated for immediate signature and release	Facilitated undergraduate student payrolls for stipend and book allowance need for immediate signature and release	20	23	5	5	5	5.00	
PI 5: Students awarded with honors and distinction	No. of payrolls/vouchers and other financial documents prepared	Prepared payrolls/vouchers and other financial documents for cash incentives given to awardees and honorees	2	4	5	5	5	5.00	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support To Operations (STO)									
OVPI MFO 1: Faculty Development Services									
PI 1: Faculty pursuing advanced studies	No. of recommendations, endorsements, letter of awards, contracts, clearances, payrolls for stipend/thesis support, salaries for university scholars, vouchers for school fees and travel expenses facilitated for action/signature by the VP for Instruction	Facilitated requests/recommendations, endorsements/ letter of awards by scholarship committee, contracts, clearances, study status reports; payrolls for stipend/thesis support, salaries for university scholars, vouchers for school fees and travel expenses for action/signature by the VP for Instruction	100	193	5	5	5	5.00	
PI 2: Faculty sent for trainings, seminars, conferences and sabbatical leave	No. of requests/recommendations, endorsements/ letter of awards by scholarship committee, clearances, travel documents, liquidations, reports facilitated for action/signature by the VP Instruction	Facilitated requests/recommendations, endorsements/ letter of awards by scholarship committee, clearance, travel documents, liquidations, reports and other related documents for action/signature by the VP for Instruction	200	465	5	5	5	5.00	
OVPI MFO 2: Faculty Recruitment/Hiring, Renewal and Change of Employment Status Services									
PI 1: Faculty renewal/ recruitment/hiring	No. of recommendation/award letters and appointments facilitated for action/signature by the VP for Instruction	Facilitated recommendation/award letters and appointments for action/signature by the VP for Instruction	30	175	5	5	5	5.00	
OVPI MFO 3: Faculty Evaluation Services									
PI 1: Faculty performance evaluation	No. of faculty per class schedule evaluated administered	Administered faculty teaching performance evaluation by students per assigned class schedule	20	20	5	5	5	5.00	
OVPI MFO 5: Guidance/Counseling and Support to Students Services									
PI 4: Best practices on students services implemented	No. of student walk-in requests facilitated for immediate action/signature by the OIC/VP for Instruction	Facilitated student walk-in requests for immediate action/signature by the OIC or VP for Instruction	20	30	5	5	5	5.00	
OVPI MFO 6: Library Services									
PI 6: Best practices introduced to increase demand of library services	No. of purchase orders of books and other instructional materials for immediate use and as requested by faculty and students facilitated	Facilitated purchase orders of books and other instructional materials for immediate use and as requested by faculty and students for action/signature by the Library Committee Chair	25	28	5	5	5	5.00	
OVPI MFO 8: Program & Institutional Accreditation Services									
PI 3: Degree program compliant with CHED	No. of documents compiled/retrieved for AACCUP accreditation and CHED monitoring/evaluation purposes	Compiled/retrieved curricular proposal documents as proof for AACCUP accreditation and CHED monitoring/evaluation purposes	50	500	5	5	4	4.67	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services (GASS)									
OVPI MFO 1: Administrative and Facilitative Services									
P11: Colleges, departments, institute and support units under OVPI including the four satellite campuses	No. of documents from different Colleges, departments, institute and support units under OVPI checked/reviewed/ counter signed for appropriate action by the OIC or VP for Instruction	Checked/reviewed/countersigned the CSRs/DTRS, Overtime Permit, Leave Applications, Pass Slips, Clearances; Appointments, Travel Orders/ Itinerary/Completion/ Liquidations; Payrolls of part-time instructors’ salary & regular faculty differential, OIC Designations and Arrangement of Classes missed while on leave/ravel for appropriate action by the OIC or VP for Instruction	2,000	3,861	5	5	4	4.67	
	No. of documents liaised and facilitated	Liaised documents of the VSU Main with the University Four Satellite Campuses	250	275	5	5	4	4.67	
Office of the Vice President for Instruction	No. of OVPI documents prepared and processed	Prepared Travel Documents, DTR/ CSR/Pass Slips/Attendance Sheets/Leave , Claims/Payments incurred by OVPI staff/student assistants/awardees; Procurement of Supplies & Materials	200	265	5	5	5	5.00	
OVPI MFO 2: Efficient Customer-Friendly Assistance Services									
P11: Customer Assistance Services	No. of Certificate of Appearance issued to clients/visitors	Issued Certificate of Appearance to clients/visitors	30	65	5	5	5	5.00	
TOTAL OVERALL RATING					90.00	90.00	86.00	88.68	
AVERAGE RATING					5.00	5.00	4.78	4.93	

Average Rating (Total overall rating divided by 4)		
Additional Points: Punctuality Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		

Received by:  MERIAM M. DELA TORRE Planning Office Date: _____	Received by:  REMBERTO A. PATINDOL Performance Management Team Date: _____	Recommending Approval:  BEATRIZ S. BELONIAS Vice President for Instruction Date: _____	APPROVED  EDGARDO E. TULIN University President Date: _____
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1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF
Rating Period: July - December 2016

Name of Staff: ERLINDA S. VALENZONA

Position: Admin Asst II

Instruction To Supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office 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 result 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	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
4.	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
5.	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
6.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
7.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
8	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
09.	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
10.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
11.	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		4.91				
Overall recommendation:						


BEATRIZ S. BELONIAS
Office Head