



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **GENALYN M. APAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	50%	2.475
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92	50%	2.46
<b>TOTAL NUMERICAL RATING</b>			<b>4.865</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**GENALYN M. APAS**  
Name of Staff

Reviewed by:

  
**EUSEBIO R. LINA, JR.**  
Department/Office Head

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF MATHEMATICS**

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"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Genalyn M. Apas** of the **Department of Mathematics** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July - December 2023**.

*Genalyn M. Apas*  
**GENALYN M. APAS**

Admin. Aide III

Date: *01/24/2024*

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**

Department Head

Date: *01/24/2024*

*Ma. Theresa P. Loreto*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: *JAN 23 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>	
<b>and Support Services (GASS)</b>									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	Zero complaint	5	5	5	5.00	No complaint received
	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	100 (for the whole yr)	556	5	5	5	5.00	11 FM-LEG, 64 FM-HRM, 4 FM-ODI, 23 FM-IMD, 183 FM-VPA, 4 FM-QAC, 107 FM-REG, 5 TP-REI, 155 FM-VSU
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	100	593	5	5	5	5.00	1 FM-PPO, 11 FM-LEG, 43 FM-HRM, 80 FM-IMD, 191 FM-IMD, 97 FM-REG, 5 TP-REI, 72 FM-VSU, 93 Other documents
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	1	5	5	5	5.00	1st Sem. 2023-2024 (fully accomplished)

Administrative/Clerical Services	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	20	100	5	5	5	5.00	Subjects handled by DMath Faculty (1st Semester 2023-2024)
	Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	5	5	5	5.00	1st Sem. 2023-2024 ( <i>fully accomplished</i> )
		Prepares Individual Faculty Workload	15	14	5	5	5	5.00	1st Sem. 2023-2024 ( <i>fully accomplished</i> )
		Prepares Projected Faculty Workload for hiring and renewal of appointments	1	2	5	5	5	5.00	Projected Workload (2nd Sem. 2023-2024 & 1st Sem. 2024-2025)
		Prepares Summary of Individual Rating of faculty IPCRs	15	11	5	5	4	4.67	Jan-June 2023 IPCR Accomplishments
		Prepares PPMPs and PRs	2	17	5	5	5	5.00	PPMP-5, PR-12
	Number of official communications/recommendations drafted/encoded	Drafts official communications	5	6	4.5	5	5	4.83	(5) Faculty request to use classrooms, (1) Request for immediate repair of comfort rooms
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2	2	5	5	5	5.00	Hiring of part-time instructors, Hiring of regular faculty (2nd Semester 2023-2024)
Other Services	Number of documents filed and scanned	Files and scans official documents	100	267	5	5	5	5.00	Syllabus, Travel Orders, Cash Advances, Liquidations, Teaching Loads, Certificates, etc.
	Number of meetings attended	ISO related meetings, Department meetings, etc.	10	5	5	4.5	5	4.83	University-wide-2; Dept.-3 ( <i>fully accomplished</i> )
	Number of trainings/seminars attended	Participant	1	2	4.5	5	5	4.83	HRIS Software Onboarding (Dec. 6, 2023), Unlocking Excellence: "The 5S Revolution for Clerks and Heads at VSU" (Nov. 29, 2023)
	Number of innovations	Budget Allocation Monitoring	1	1	5	5	5	5.00	General Fund
Total Over-all Rating					79.167				
Average Rating					4.948				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 46)		4.948
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.948
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
 Department Head  
 Date: 01/24/2024

Recommending Approval:

*MA. Theresa P. Loreto*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: JAN 23 2024

**Comments & Recommendations for Development Purpose:**

Attend learning and development activities intended for administrative staff such as frontline and excellent customer service.

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: 01/24/24



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **July-December 2023**

Name of Staff: **Genalyn M. Apas**

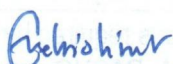
Position: **Administrative Aide III**

**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					
<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	59				
Average Score	4.92				
Overall recommendation:					

  
**EUSEBIO R. LINA, JR.**  
 Printed Name and Signature  
 Head, DMATH

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Genalyn M. Apas


Head of Office: Eusebio R. Lina, Jr.

Number of Personnel: 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
None					
Coaching					
Remind her of the CSC's policy on tardiness and advise her to minimize it because the CSC classifies habitual tardiness as a light offense.	July – Dec. 2023				

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

Conducted by:

  
EUSEBIO R. LINA, JR.  
Head, DMath

Noted by:

  
MA. THERESA P. LORETO  
Dean, CAS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Genalyn M. Apas

Performance Rating: Outstanding

Aim:

Gain competence and acquire innovative skills in delivering duties and responsibilities as administrative staff.

Proposed Interventions to Improve Performance:

Date: August 2023

Target Date: One year from the date of intervention

First Step:

Recommend her participation in training, seminars, or workshops for frontline and excellent customer service.

Result: Innovations in delivering her tasks

Date: August 2023

Target Date: One year from the date of intervention

Next Step:

Advise her to benchmark best practices from other units


Outcome:

Improved/efficient work performance

Final Step/Recommendation:

Encourage her to introduce innovations and establish best practices in the department.

Prepared by:

  
**EUSEBIO R. LINA, JR**  
Head, DMath

Conforme:

  
**GENALYN M. APAS**  
Ratee/Staff