



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any: -----

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


ANICETA M. LUMACAD
Name of Staff


ELSIE E. SALAMAT
ACRO Head

Approved:


DILBERTO O. FERRAREN
Vice President, PRGAS

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations Office (ACRO) 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, 2022 (Accomplishment).

Elsie E. Salamat

ELSIE E. SALAMAT

Assoc. Prof. II and ACRO Head

Date: Dec. 7, 2022

Approved:

Dilberto O. Ferraren

DILBERTO O. FERRAREN

Vice President-PRGAS



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ₂	T ³	A ⁴	
MFO 1. Frontline Services	Efficient and friendly frontline services								
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5	
Effectively acted Administrative /Financial Documents									
	PI 2. Number of official documents timely and effectively acted upon								
	Certification clearance for graduating students as requested	ACRO Head/ Admin. Asst. II	90 %	100%	5	5	5	5	
	Vouchers and payrolls	ACRO Head/ Admin. Asst. II	12	12	5	5	5	5	

Received: *DARILLO P. CASTILLO* 01/12/23

	PRs and PPMPs	ACRO Head/ Admin. Asst. II	1	3	5	4	4	4.3	
MFO 2. Planning Management and Monitoring Services									
	PI 1. Programs, activities and Projects (PAPs) planned								
	a. Number of management meetings with ACRO Staff and Alumni Communicators	ACRO Head	7	7	5	5	5	5	
	b. Number of monitoring meetings with Alumni Scholars	ACRO Head	-	-					All scholars graduated already last August, 2022
	c. Number of planning meetings for Campus-based Alumni Activity	ACRO Head and Alumni Communicators/VSU Web Team	-	-					Has to be collaborated with the VSUAAI
	d. Number of planning meetings with 2022 homecoming hosts	ACRO Head/ Alumni Communicators/ VSU Web team/Campus-based Host Batch Members	3	3	4	5	5	4.7	
	e. Number of planning meeting for VSU Alumni Awards Committee	ACRO Head/Awards committee	1	-	-	-	-	-	The chairman of the VSUAAI Awards Committee failed to call


									a meeting for the purpose
	Pl. 2. Programs/activities /projects implemented								
	a. Alumni reunion/homecoming	ACRO/Alumni Communicators/ Host Batch Members / BOD	1	1	4	5	5	4.7	
	b. Fund-raising activity for alumni scholarship/community outreach	ACRO Head/Alumni Communicators/VSUAAI BOD	1	3	5	5	5	5	
	c. Campus-based Alumni Activity	ACRO/Alumni Communicators/VSUAAI BOD/VSU Web Team	1	-	-	-	-	-	Has to be collaborated with VSUAAI
	d. Alumni Scholars graduation kick-off	BOD/ACRO	1		-	-	-	-	Has to be collaborated with VSUAAI BOD
	e. Alumni Survey via google docs Number of survey docs prepared	ACRO Head/Communication and Media Production Specialist	1	-	-	-	-	-	Hiring of a communication and media production specialist not done because applicants withdraw their application

	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head							All scholars have graduated last August, 2022
	b. Number of Alumni Monitored through google doc response	ACRO Head/Communication and Media Production Specialist	100	125	5	5	5	5	
MFO 3. Alumni Services									
	PI 1. Percent Alumni ID printed and released as requested	ID printing in charge	80% Zero complaint	100%	5	5	5	5	
	PI. 2.Percent Alumni clearance issuance for graduates of 2022 as requested	Admin. Asst. II	90% Zero Complaint	100%	5	5	5	5	
	PI 3. Percent Official Receipt for Alumni Membership and ID payment recorded as received	Admin. Asst. II	90%	100%	5	5	5	5	
	PI 5. Percent alumni tracer forms encoded in the data base as submitted	Clerk/Data base encoding in charge	90 %	100%	5	5	5	5	
	PI 6. Percent Alumni inquiries responded to via social media	ACRO Head	80% Zero complaint	100%	5	5	5	5	

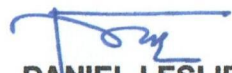
MFO 4. Strong Alumni Engagement									
	PI.1. FB Number of posts to update alumni at VSU Alumni updates FB page	ACRO Head	12	13	5	5	5	5	
	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	<p>To hire a Communication and Media Production Specialist requested for budget/funding</p> <p>"GOOI List Control # OHACR-OFI-21-04 from the 3rd Internal Quality Audit which is to request for an additional staff to focus on alumni engagement".</p> <p>Waiting for the Approval of the request personnel by the VSU President thru Budget Office.</p>	1						Prospective applicants did not pursue their application as communication and media production specialist
	P. I. 3 Number of social gathering conducted for campus-based alumni	ACRO and Alumni Communicators VSUAAI BOD	1	-	-	-	-	-	Has to be collaborated with VSUAAI
	P.I. 4 Percentage of campus-based alumni joining the activity	ACRO and Alumni Communicators/VSUAAI BOD in collaboration with VSU Web Team	20%	-	-	-	-	-	
	P.1 5 Create additional Social Media Account (Instagram) for	ACRO Head/	1	-	-	-	-	-	To e assigned to

	VSU Alumni to increase engagement	Communication and Media Production Specialist						communicati on and media production specialist which is not filled up until now
Total Over-all Rating							73.7	
Average Rating							4.91	
Adjectival Rating							Outstanding	


Received by:


TONI MARC L. DARGANTES
 Planning Office
 Date: 12/23/2022

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JAN 0 2023

Approved by:


EDGARDO E. TULIN
 University President
 Date: 1/6/2023

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ACRO


Head of Office: Prof. Elsie E. Salamat

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring 1. check daily Activities 2. Submission of output		✓	✓		Done
		✓	✓		Done
Coaching 1. Give feedback/follow-ups and work as a team		✓	✓		Done

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

Conducted by:


 ELSIE E. SALAMAT
 Immediate Supervisor

Noted by:


 DILBERTO O. FERRAREN
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: Aniceta M. Lumacad

Position: Administrative Officer II

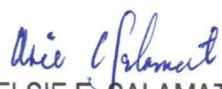
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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						

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		80				
Average Score		4.70				

Overall recommendation : Has a great potential but needs to improve on her writing skill


ELSIE E. SALAMAT
 Printed Name and Signature
 ACRO Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Aniceta M. Lumacad

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: July to December 2022

First Step:

1. Search online trainings/seminars/courses

Result:

To attend webinars/trainings/seminar workshops

Date: July 1, 2022

Target Date: July to December 2022

Next Step:

1. Search trainings/seminars related to facilitating alumni engagement

Outcome: Awareness on facilitating alumni engagement


Final Step/Recommendation:

1. Maintain the best practices in the office
2. Supervision of JO workers and Student assistant

Prepared by:


ELSIE E. SALAMAT
ACRO Head

Conforme:


ANICETA M. LUMACAD
Ratee