



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: RHEA ANGELIE M. FERNANDEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.65

TOTAL NUMERICAL RATING: 4.65
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: "O"

Prepared by: RHEA ANGELIE M. FERNANDEZ
Name of Staff

Reviewed by: EDITHA G. CAGASAN
Department/Office Head

Recommending Approval: ARGINA M. POMIDA
Director

Approved: DILBERTO O. FERRAREN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RHEA ANGELIE M. FERNANDEZ, of the University Review Center 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 June, 2020.

RHEA ANGELIE M. FERNANDEZ

Ratee

Approved:

EDITHA G. CAGASAN

Head of Unit


[illegible]

Average Rating (Total Over-all rating divided by 4)	4.60	XX
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.60	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Maintain outstanding performance

Evaluated & Rated by:



EDITHA G. CAGASAN
Unit Head

Date: _____

Recommending Approval:



ARGINA M. POMIDA
Director

Date: _____

Approved by:



DILBERTO O. FERRAREN
Vice President

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING FORM


Name of Employee: RHEA ANGELIE M. FERNANDEZ

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	Encode scores of Agric. reviewees per topic and summarize results	Number of student's score by topic encoded and summarized	January 2020	March 2020	March 2020	Very satisfactory	Very satisfactory	
2	Sort file for preparation of ISO	Number of files sorted for ISO	January 2020	June 2020	June 2020	Very satisfactory	Very satisfactory	

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

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

Prepared by:


EDITHA G. CAGASAN
 Unit Head

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 I. Administrative and Support Services								
PI 1. Efficient and customer – friendly front line service	1. Entertain Agric. Review & oath taking inquiries and reservation with no complains	Rhea Angelie M. Fernandez						
	2. Distributes registration form	Rhea Angelie M. Fernandez						
	3. Collects registration form	Rhea Angelie M. Fernandez						
MFO 2. Compliance to RA 9485								
PI 1. Number of Service Rendered to Client	1. Collects payments from clients	Rhea Angelie M. Fernandez						
	2. Issues certification	Rhea Angelie M. Fernandez						

Prepared by:



EDITHA G. CAGASAN

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: RHEA ANGELIE M. FERNANDEZ Position: Admin. 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		57/12				

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 (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						
Average Score		4.75				

Overall recommendation : Keep up the good work


EDITHA G. CAGASAN
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: University Review Center

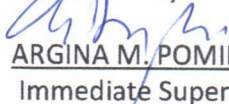
Head of Office: Editha G. Cagasan

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		January 6, 2020 meeting			Oath taking ceremony preparation; administrative matters
Coaching	Unspecified dates				Preparation of programs, Summary of Resource Person's evaluation

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

Conducted by:


ARGINA M. POMIDA
 Immediate Supervisor

Noted by:


DILBERTO O. FERRAREN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA ANGELIE FERNANDEZ

Performance Rating: _____

Aim: Attend trainings and seminars related to job description.

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step: Attend to seminars conducted by ODAHRD and other units within VSU.

Result: Enhanced knowledge on clerical and administrative functions.

Date: July 1, 2020

Target Date: December 31, 2020

Next Step: Suggest and facilitate improvements for the unit/office based on inputs from Seminars attended.

Outcome: _____

Final Step/Recommendation:

Prepared by:



EDITHA G. CAGASAN

Unit Head

Conforme:



RHEA ANGELIE M. FERNANDEZ

Name of Ratee Faculty/Staff