



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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 Exhibit B	4.92	70%	3.44
2. Head's assessment on contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

4.94

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.94

ADJECTIVAL RATING:

" 0 "

Prepared by:

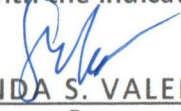

ERLINDA S. VALENZONA
Name of Staff

Reviewed and Approved:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR) - Accomplishments

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 January - June 2020.


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									
P11: Graduate students awarded with scholarship/ assistantship	No. of scholar graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student payrolls for stipend, book/thesis allowances need for immediate signature and release	25	27	5	5	5	5.00	
	No. of recommendation letter for graduate research/teaching assistantship facilitated for action/signature	Facilitated letter recommendation for graduate assistantship assigned in the different academic departments for action/signature	4	4	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: New undergrad & graduate curricular programs	No. of compiled new curricular programs submitted and acted with supporting document	Compiled new curricular programs with supporting documents after actions by the appropriate bodies	2	2	5	5	4	4.67	
P13: Existing curriculum proposal for revision	No. of compiled curriculum proposal for revision submitted for action by the appropriate bodies	Made/updated separate compilation for curriculum proposal for revision after action by the appropriate bodies	2	4	5	5	4	4.67	
	No. of faculty attended CHED orientation on policies/standards/ guidelines of degree programs	Facilitated faculty attendance request, claims, funding and other supporting documents for curriculum development purposes	2	2	5	5	5	5.00	
	No. of vouchers prepared for payment of degree program COPC application and inspection fees	Prepared vouchers for payment of degree program COPC application and inspection fees	2	3	5	5	5	5.00	
OVPI MFO 2: Student Management Services									
P12: Students 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 needed immediate signature and release	15	19	5	5	5	5.00	

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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									
P11: Faculty pursuing advanced studies	No. of recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature	Facilitated recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature	100	125	5	5	5	5.00	
	No. of vouchers for payment school fees, thesis financial support and other related expenses while pursuing graduate studies, and travel order on official time facilitated for signature	Facilitated vouchers for payment school fees, thesis financial support, and other related expenses while pursuing graduate studies, and travel order on official time for signature	8	8	5	5	5	5.00	
OVPI MFO 2: Faculty Renewal/Recruitment/Hiring Services									
P11: Faculty renewal/recruitment/hiring of full and part-time instructors	No. of recommendations/award letters and appointments and notices for hiring facilitated for action/signature	Facilitated recommendations/award letters/ appointments and notices for hiring for action/signature	150	160	5	5	5	5.00	
	No. of certifications, clearances and payrolls for payment of services rendered by part-time instructors facilitated for signature and its immediate release	Facilitated certifications, clearances and payrolls for payment of services rendered by part-time instructors for signature and its immediate release	150	175	5	5	5	5.00	
OVPI MFO 5: Guidance/Counseling and Support to Students Services									
P13: Best practices on students services implemented	No. of walk-in student requests facilitated for immediate action/signature by the OIC/VP for Academic Affairs	Facilitated walk-in student requests for immediate action/signature by the OIC or VP for Academic Affairs	5	5	4	5	5	4.67	
	No. of payments prepared for incentives of students with outstanding/excellent academic performance including board exam top 10 placers	Prepared payment of incentives for students with outstanding/excellent academic performance including board exam top 10 placers	10	10	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 6: General Administration and Support Services (GASS)																
OVPI MFO 1: Administrative and Facilitative Services																
P11: Colleges, academic departments/institute and support units under OVPI including the four satellite campuses	No. of documents received 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 documents received such as DTRs, leave applications, clearances, travel claims, OIC designations with complete supporting documents for appropriate action by the OIC or VP for Instruction	3000	3500	5	5	5	5.00								
	No. of documents liaised and facilitated	Liaised documents within VSU main and satellite campuses	200	235	5	5	5	5.00								
Office of the Vice President for Instruction	No. of OVPI documents prepared and processed	Prepared travel documents & other claims/ payments incurred by the OVPI staff; and procurement of supplies & materials	30	30	5	5	4	4.67								
	No. of transaction processed as petty cash custodian of the OVPI	Purchased petty supplies urgently needed and prepared replenishment	20	20	5	5	4	4.67								
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	50	53	5	5	5	5.00								
			TOTAL OVERALL RATING		89.67	90.00	86.00	88.56								
			AVERAGE RATING		4.98	5.00	4.78	4.92								
			FINAL RATING													
			ADJECTIVAL RATING													
Comments & Recommendations for Development Purposes:																
/ Excellent work performance -																
Evaluated and Rated by:			APPROVED													
 BEATRIZ S. BELONIAS Office Head			 BEATRIZ S. BELONIAS Vice President for Instruction													
Date: _____			Date: _____													

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

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 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	60				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Not Applicable				
Total Score					
Average Score					

Overall recommendation : Excellent work performance.

10/11/20
BEATRIZ S. BELONIAS
Office Head

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : OVPI
 HEAD OF OFFICE : BEATRIZ S. BELONIAS
 NAME OF PERSONNEL : ERLINDA S. VALENZONA

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	MECHANISM				
	MEETING		MEMO	OTHERS (Pls. specify)	REMARKS
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>		Meeting to remind the staff of their duties & responsibilities.			
<u>Coaching</u>		no need			

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

Conducted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor

Noted by:


EDGARDO E. TULINO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE : ERLINDA S. VALENZONA
PERFORMANCE RATING : _____

AIM: To efficiently and accurately deliver the needed services to clientele consistently and systematically according to the standard operating procedure set by the office

Proposed Interventions To Improve Performance

Date : January 2020

Target Date: January-June 2020

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make/suggest/propose solutions of the problems

Date : January 2020

Target Date: January-June 2020

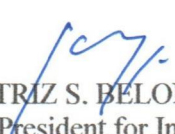
Next Step : Update on existing procedures and policies to answer queries, facilitate and validate documents for appropriate action by the Vice President for Instruction

Outcome : No errors, knowledgeable and articulate in answering queries, consistent and accurate in reviewing documents, and avoid delay and time-saving

Final Step/

Recommendation: Participate in short term training & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Instruction