

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Rating Period: July - December 2017

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	4.96	70%	3.47
2. Supervisor/Head's assessment of her his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.94

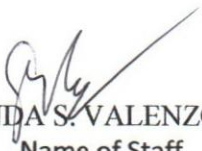
TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: 00.0

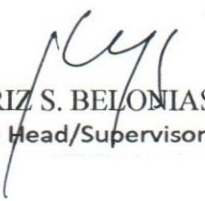
TOTAL NUMERICAL RATING: **4.94**

ADJECTIVAL RATING: **"O"**

Prepared by:


ERLINDA S. VALENZONA
Name of Staff

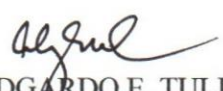
Reviewed by:


BEATRIZ S. BELONIAS
Office Head/Supervisor

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

RATING PERIOD: July - December 2017

NAME OF EMPLOYEE : ERLINDA S. VALENZONA

POSITION : Admin Assistant 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 the 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 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
9. 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
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	
OVERALL RECOMMENDATION		


BEATRIZ S. BELONIAS
Office Head

EMPLOYEE DEVELOPMENT PLAN

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

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

Proposed Interventions To Improve Performance

Date : July 01, 2017 Target Date: January-June 2018

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 : July 01, 2017 Target Date: January-June 2018

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 seminar-workshop and other activities sponsored by other agencies to enhance knowledge and capabilities in performing the assigned responsibilities

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Instruction

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 - December, 2017.


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 graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student scholars' payrolls for stipend, book/thesis allowances need for immediate signature and release (as agreed during a meeting with the scholars)	30	40	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	6	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: New undergraduate & graduate curricular program	No. of compiled acted/approved/offered curricular program with supporting documents	Compiled acted/approved/offered curricular program with photocopied proof of actions by the University Curriculum Committee.	1	4	5	5	5	5.00	
P13: Existing curriculum proposal for revision	No. of compiled curriculum proposal submitted for action by the appropriate bodies	Made/updated separate compilation for curriculum proposal submitted with proof of action by the appropriate bodies	2	2	5	5	4	4.67	
	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	5	21	5	5	5	5.00	
OVPI MFO 2: Student Management Services									
P12: 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	25	30	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									
P11: Faculty pursuing advanced studies	No. of recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for signature/ action by the VP for Instruction	Facilitated recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for signature/ action by the VP for Instruction	250	406	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 by the VP for Instruction	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 by the VP for Instruction	10	17	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 facilitated for signature/ action by the VP for Instruction	Facilitated recommendations/award letters and appointments for signature/action by the VP for Instruction	150	198	5	5	5	5.00	
	No. of clearances and payrolls for payment of services rendered by part-time instructors facilitated for signature by the VP for Instruction and its immediate release	Facilitated clearances and payrolls for payment of services rendered by part-time instructors for signature by the VP for Instruction and its immediate release	150	203	5	5	5	5.00	
OVPI MFO 5: Guidance/Counseling and Support to Students Services									
P13: Best practices on students services implemented	No. of student requests facilitated for immediate signature/action by the OIC/VP for Instruction	Facilitated student requests facilitated for immediate signature/action by the OIC or VP for Instruction	20	30	5	5	5	5.00	
OVPI MFO 8: Program & Institutional Accreditation Services									
P13: Degree program compliant with CHED	No. of documents compiled/retrieved for AACCUP accreditation/ CHED evaluation purposes	Compiled/retrieved curricular proposal documents as proof for AACCUP accreditation/CHED evaluation purposes	50	100	5	5	4	4.67	

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Major Final Outputs					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; OIC Designations and Arrangement of Classes missed while on leave/ravel for appropriate action by the OIC or VP for Instruction	2,500	3,600	5	5	5	5.00	
	No. of documents liaised and facilitated	Liaised documents within VSU main and satellite campuses	250	275	5	5	5	5.00	
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	50	95	5	5	5	5.00	
TOTAL OVERALL RATING					80.00	80.00	78.00	79.34	
AVERAGE RATING					5.00	5.00	4.87	4.96	

Average Rating (Total overall rating divided by 4)	
Additional Points: Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	

Received by: TERESITA L. QUINANOLA Head, PRPEO Date: _____	Received by: REMBERTO A. PATINDOL Performance Management Team Date: _____	Recommending Approval: BEATRIZ S. BELONIAS Vice President for Instruction Date: _____	APPROVED EDUARDO E. TULIN University President Date: _____
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