

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY - DECEMBER 2018**

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	0.70	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
TOTAL NUMERICAL RATING			4.95


TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any: —


TOTAL NUMERICAL RATING: —

ADJECTIVAL RATING: 0

Prepared by:


CONNEL D. ANTIPASO
Name of Staff

Reviewed Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

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Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **CONNEL D. ANTIPASO**, Admin. Officer II, 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 2018.




BEATRIZ S. BELONIAS
Vice President for Instruction


CONNEL D. ANTIPASO
Admin Officer II

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	50	50	4	5	5	4.67		
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	65	119	5	5	5	5.00		
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	35	52	5	5	5	5.00		
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members and facilitated endorsement CHEDRO8 and BOR		5	5	5	5	5.00		
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members		19	5	5	5	5.00		
	Number of curriculum programs subjected to regional evaluation	Facilitated ocular inspection visit, logistics, accommodation and other documents needed		16	5	5	5	5.00		

	Number of curriculum programs applying for Certificate of Program Compliance (COPC)	Facilitated/Provided documents needed for COPC application		3	5	5	5	5.00	
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects	45	60	5	5	5	5.00	
		Computed fees for the offering of unscheduled subjects	45	60	5	5	5	5.00	
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors	1	1	3	5	5	4.33	
		Prepared medals for the corresponding latin honors given during Commencement Exercises	NA						
		Percentage of facilitative work for the 65 th Commencement Exercises	85%	99%	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examination	Sent out invitations to placers of PRC licensure examination for recognition during the Commencement Exercises	1	3	5	5	5	5.00	
		Facilitated the giving of medals to placers of PRC licensure examination given during Commencement Exercises	1	6	5	5	5	5.00	
		Scouted and sent out communications to possible donors for medals and cash incentives for placers of PRC licensure examination given during Commencement Exercises	1	3	5	5	5	5.00	
OVPI MFO 2. Student Management Services									
	PI 5: Number of undergraduate students awarded with honors/distinction	Facilitated certificates of recognition for signature of the Vice President for Instruction	300	385	5	5	5	5.00	
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Attended requests of faculty pursuing PhD program	50	76	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Attended requests of faculty pursuing MS program	20	101	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs on time	Facilitated documents submitted by returning/graduated scholars	4	45	5	5	5	5.00	
	PI 2: Number of faculty availing of scholarships	Attended requests of faculty on study leave	50	177	5	5	5	5.00	
	VSU Fellowship/Financial Assistantship			36					
	National CHED			65					

	DOST			69					
	International			7					
	PI 3: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings, seminars, conferences, workshops and/or fora	50	154	5	5	5	5.00	
	Local								
	Regional			20					
	National			80					
	International			54					
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Facilitated teaching demo of departments recruiting/hiring faculty	15	27	5	5	5	5.00	
		Scheduled meetings of Academic Personnel Board to deliberate hiring/recruitment of applicants	5	10	5	5	5	5.00	
		Facilitated request of APB re lacking documents of the faculty to be hired/recruited and other needs of the Board	20	41	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 4. Admission & Registration Services									
	PI 2: Number of students enrolled and validated within scheduled regular registration	Scheduled meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	1	2	5	5	5	5.00	
		Attended requests of students related to admission/enrolment	6	13	5	5	5	5.00	
OVPI MFO 6. Library Services									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Scheduled meetings and sent out notices of meetings of the University Library Committee	1	1	4	5	5	4.67	
		Sent out notice of meetings to Committee members	11	11	5	5	5	5.00	
OVPI MFO 8. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		NA	NA					
	PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		NA	NA					
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									

	PI 2: Number of university committees/ boards/council chaired & coordinated	Assisted/Facilitated the different committees of the university	4	4	5	5	5	5.00	
	PI 7: Percentage of newly hired faculty oriented with university policies and procedures	Facilitated requests of toffices relative to the orientation of newly hired faculty	3	5	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	no complaint	5	5	5	5.00	
Total Over-all Rating					150	155	155	153	
Average Rating					4.84	5.00	5.00	4.95	
Adjectival Rating					Outstanding				
Average Rating (Total overall rating divided by 4)			Comments & Recommendations for Development Purpose: Should attend to trainings that will help improve the delivery of performance and clientele satisfaction. ✓						
Additional Points: Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING		4.95							
ADJECTIVAL RATING		OUTSTANDING							
Evaluated and Rated by:			APPROVED:						
 BEATRIZ S. BELONIAS Unit Head Date: _____			 BEATRIZ S. BELONIAS Vice President for Instruction Date: _____						

Instrument for Performance Effectiveness of Administrative Staff


Rating Period: July - December 2018Name of Staff: CONNEL D. ANTIPASO Position: Admin 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) NA		Scale				
Total Score		59/12				
Average Score		4.92				

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Name of Head

GAJ 2729
2/22/19

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPI


Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: CONNEL D. ANTIPASO


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One-on-one meeting is done to improve performance				Performance has improved
Coaching	One-on-one coaching is done to improve performance				Performance has improved

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. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO

Performance Rating: _____

Aim: To efficiently assist the Vice President in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: _____

Target Date: July – December 2018

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggests/Propose for possible solutions applicable to the situation.

Date: _____

Target Date: July – December 2018

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:

Improved delivery of services among clientele in the day to day transaction in the office.


Final Step/Recommendation:

Participate in short-term training and/or workshop to enhance the delivery of services at OVPI.

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

Conforme:


CONNEL D. ANTIPASO
AO II