



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RAFAEL B. VERGARA Jr.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.81


FINAL NUMERICAL RATING: **4.81**

ADJECTIVAL RATING: Outstanding

Prepared by:


RAFAEL B. VERGAR Jr.
Name of Staff

Reviewed by:


NANCY D. ABUNDA
Head, Instructional Materials
Development.

Recommending Approval:



MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation


Approved:



BEATRIZ S. BELONIAS
Vice President Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RAFAEL B. VERGARA JR., an administrative staff of the Office of the Head of Instructional Materials Development commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.


RAFAEL B. VERGARA JR.
 Ratee
 Date: July 23, 2021

Approved: 
NANCY D. ABUNDA
 Head, Instructional Materials & Development
 Date:


MA. RACHEL KIM L. AURE
 Director, Instruction & Evaluation
 Date:

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - June, 2021)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 12	Instruction and Evaluation/ Instructional Materials Development Services								
PI 1.	Additional outputs								
	No. of documents from different Colleges, departments, institute and support units under ODIE and OIMD checked/reviewed for appropriate action by the Head of Instructional Materials Development.	Check and review OBE Syllabus, TOS and Instructional Materials.	100	250	5	5	4	4.67	OBE Syllabus, TOS and Instructional Materials of the different colleges, departments and component colleges (Isabel, Alang-alang, Tolosa and Villaba)

	Number of seminars and trainings assisted which conducted by the Office of Instructional Material Development.	Assist seminars trainings which conducted and facilitated OIMD	1	5	5	5	4	4.67	<p>1. Webinar on Navigating Digital Shift: Instructional Materials to Support the University's Flexible Learning (March 17-18, 2021)</p> <p>2. VSU E-Learning Environment Training- Workshop for Newly- Hired Instructors (March 29-30, 2021).</p> <p>3. Webinar on VSUEE last April 6, 2021.</p> <p>4. Brief Turnitin Kick-Off Administrator's Training with Dr. Edgardo Tulin (VSU President), Dr. Beatriz Belonias (VP for Academic Affairs) and Chancellors of the different VSU components colleges, and Ms. Niña Victorio-Buenabajo - Professional and Education Services Consultant of Turnitin Philippine last May 3, 2021.</p> <p>5. Turnitin Feedback Studio</p>
	Number of certificates prepare and reproduce during seminars/ trainings conducted by ODIE and OIMD.	Prepare and reproduce during seminars/ trainings conducted by OIMD	100	600	5	5	4	4.67	Certificates for the participants of the VSU Colleges, departments, centers and VSU component colleges.

	Number of TPES Summary of Ratings facilitate and print.	Facilitating the posting of TPES Summary of Results.	100	450	5	5	4	4.67	TPES Summary of Rating Results of different faculty of the VSU Colleges and departments.
					Total points			18.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.									
	Number of Purchase Request prepare and submit.	PR preparation and submission for ODIE and OIMD	5	20	5	5	5	5.00	Purchase Request of the two (2) offices the ODIE and OIMD.
	Number of PPMP prepare and submit to BAC.	PPMP preparation for ODIE and OIMD	1	2	5	5	5	5.00	PPMP of the two (2) offices the ODIE and OIMD.
	Number of Communications, Appointments, Memos and Notice of the Meeting.	Preparation of Communications, Appointments, Memos and Notice of the Meeting.	10	30	5	5	4	4.67	Communications, Recommendations, Appointments, Notice of the Meeting of the two (2) offices the ODIE and OIMD.
	Number of Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.	Vouchers, BURS, ORS, and Accomplishment Reports	10	40	5	5	4	4.67	Vouchers, BURS, ORS, Accomplishment Reports of the ODIE and OIMD.
MFO 2.	Frontline Services								
PI 1.									
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	

	Other Responsibilities: As dDRC of the office	Control and file documents related to ISO. Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, memos, attendance sheets, notice of meeting, communications and etc.	250	450	5	5	4	4.67	
					Total Points			29.00	
Total Over-all Rating					47.67				
Average Rating					4.77				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.77
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.77
ADJECTIVAL RATING	Outstanding

Evaluated and Review:

NANCY D. ABUNDA

Head, OIMD

Date: _____

Recommending Approval:

MA. RACHEL KIM L. AURE

Director, ODIE

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

Comments & Recommendations for Development

Purpose:

Mr. Margara should suggest more ways to further improve his work and the performance offered into the office by offering various seminars/workshops in relation to his duties & responsibilities.

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: RAFAEL B. VERGARA JR.

Position: Administrative Aide VI

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		59				

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						59				
Average Score						4.91				

Overall recommendation

: Mr. Norgera works and serves the office with utmost passion and commitment. He is willing to upgrade himself by attending varied seminars/webinars and trainings in relation to his duties and responsibilities.

NANCY D. ABUNDA

Printed Name and Signature

Head, Instructional Materials Development

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Director for Instruction and Evaluation

Head of Office: Dr. MA. RACHEL KIM L. AURE

Number of Personnel: 1 Regular Staff, 1 Casual Staff, 4 Job Order Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January 1 – June 31, 2021
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	


Follow-up documents	Office Clerks			Schedule	Daily
Coaching					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January – June, 2021

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

Conducted by:


MA. RACHEL KIM L. AURE
Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RAFAEL B. VERGARA JR.**
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January – June, 2021

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: January 2021

Target Date: January to June 2020

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"


Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:


MA. RACHEL KIM L. AURE
Director, ODIE

Conforme:


RAFAEL B. VERGARA JR.
Admin. Aide VI