

OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph

Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANICETA M. LUMACAD

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.82	70%	3.37
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	30%	1.40
		4.77		

TOTAL NUMERICAL RATING:

4.77

Add: Additional Approved Points, if any:

4 77

TOTAL NUMERICAL RATING:

4.77

FINAL NUMERICAL RATING

4.77

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ANICETA M. LUMACAD
Name of Staff

ELSIE E SALAMAT ACRO Head

Approved:

DILBERTO O. FERRAREN Vice President, PRGAS





"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANICETA M. LUMACAD, Administrative Assistant II of Alumni and Community Relations Office commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June, 2022 (Accomplishment).

Approved:

ANICETA M. LUMACAD Administrative Assistant II

Date: July 7, 2022

ACRO Head

Date:

MFO No.	Description of	Success/ Performance	Tasks Assigned	Target	Actual			Rating		REMARKS (Indicators in
	MFO's/PAPs	Indicators (PI)			Accomplishment	Quality	Eficienc	Timeliness	Average	percentage should be supported
ACRO MFO	1. Organizational S	trengthening Services								
		No complaint from clients	Alumni Frontline Services	100%	100%	5	5	5	5.00	
		Percent clearance issued to graduating students as requested	Clearance issuance to graduating students as requested	90%	100%	5	5	5	5.00	
		Percent documents processed & filed as needed	Drafting, Communications and documents for processing and filing	100%	100%	5	5	5	5.00	
		Number of meetings documented	Documents events including minutes of meeting transcribed minutes of meetings (ACRO, Alumni Communicators and Scholar's Meeting)	12	9	4	5	5	4.67	
		Number of DTR's signed	Signing DTR of J.Os & SA	24	15	4	5	5	4.67	
		Number of PPMP prepared	Prepare online PPMP	2	*	*	*	*	*	

			1	1	4	5	5	4.67	
	Number of inventorie done	Inventory of office supplies	,						
CRO MFO 2. Administrative Fu	ınction				4	5	5	4.67	
	Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	2	1	4	5			
	Percent Tracer forms	Supervised Database Encoding	1	1	4	5	5	4.67	
	Percent ID Printed by SA as scheduled	Supervised ID Printing	500	162	4	5	5	4.67	
	Number of ID released as requested	Records ID released as requested	100%	100%	5	5	5	5.00	
	Percent deposit slips for alumni membership and ID's received & recorded	membership and ID	100%	100%	5	5	5	5.00	
	Percent of documents filed	Filing of Documents	100%	100%	5	5	5	5.00	
	Number of PR's and vouchers prepared	Preparation of PR's and voucher	24	15	4	5	5	4.67	

	62.69
Total Over-all Rating	4.82
Average Rating	
Adjectival Rating	

Note: * - No Balance for 2022 online PPMP; Not yet schedule for 2023 online PPMP

Evaluated and Rated by:

Die Valament ELSIE E. SALAMAT ACRO Head Approved by:

DILBERTO O. FERRAREN
VP,PRGAS



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022 Name of Staff: <u>Aniceta M.</u> Lumacad

Position: Admin. Asst. II

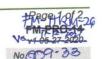
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus

using the scale below. Encircle your rating.

	usin	g the scale below. Enchoic your running.
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 C	ommitment (both for subordinates and supervisors)		S	cale		
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.		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	
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	0		3	2	,
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)				1
12.	Willing to be trained and developed	5) 4	3	2	

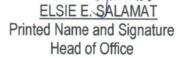




	Total Score					
	B. Leadership & Management (For supervisors only to be rated by higher supervisor)					
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic 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			79		
	Average Score			4.65		

Overall recommendation

Improving and growing







PERFORMANCE MONITORING & COACHING JOURNAL

х	1st	Q
х	2 nd	A
	3 rd	R T
	a.l.	E
	4th	R

Name of Office: ACRO

Head of Office: Prof. Elsie E. Salamat

Number of Personnel: 3

9					
Me	eting	Momo	Others (Pls.	Remarks	
One-on-One	Group	Iviemo	specify)		
	~	V		Done	
	V	V		Done	
	V			Done	
		Meeting One-on-One Group	One-on-One Group	Meeting One-on-One Group Memo Others (Pls. specify)	

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

Conducted by:

ELSIE E. SALAMAT

Immediate Supervisor

Noted by:

DILBERTO O. FERRAREN Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

	yee: Aniceta M. Lumacad	<u>d</u>	
Aim: To sustain	the outstanding rating		
Proposed Interve	entions to Improve Perform	mance:	
Date: July 1, 20	022	Target Date: July to December 2022	
First Step:			
	trainings/seminars/courses	es	
Result:			
	ars/trainings/seminar work	kshops	
Date:	Target	t Date: July to December 2022	
Next Step:			
1. Search trainin	gs/seminars related to faci	ilitating alumni engagement	
Outcome: Awar	reness on facilitating alumi	nni engagement	
Final Step/Reco	mmendation:		
	best practices in the office of JO workers and Student		
	Pr	Prepared by: Clast Clast ELSIE E. SALAMAT Unit Head	
Conforme:	ANICETA M. LUI Name of Ratee Fac	JMACAD	