



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 |
| TOTAL NUMERICAL RATING | | | 4.77 |

TOTAL NUMERICAL RATING: **4.77**


Add: Additional Approved Points, if any: -----

TOTAL NUMERICAL RATING: **4.77**

FINAL NUMERICAL RATING **4.77**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


ANICETA M. LUMACAD
Name of Staff

Reviewed by:


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


ELSIE E. SALAMAT
 ACRO Head
 Date: _____

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS (Indicators in percentage should be supported) |
|---|---------------------------|--|--|--------|-----------------------|---------|------------|------------|---------|---|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| ACRO MFO 1. Organizational Strengthening 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 | * | * | * | * | * | |

| | | | | | | | | | | |
|--|--|--|---|------|------|---|---|---|------|--|
| | | Number of inventories done | Inventory of office supplies | 1 | 1 | 4 | 5 | 5 | 4.67 | |
| ACRO MFO 2. Administrative Function | | | | | | | | | | |
| | | Number of Staff Supervised | Supervised upkeep of Balay Alumni Lobby & Surrounding | 2 | 1 | 4 | 5 | 5 | 4.67 | |
| | | Percent Tracer forms Encoded | 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 | Record of VSUAAI membership and ID payments slip paid | 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 | |

| | | | | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|--|--------------|--|
| Total Over-all Rating | | | | | | | | | 62.69 | |
| Average Rating | | | | | | | | | 4.82 | |
| Adjectival Rating | | | | | | | | | | |

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

Evaluated and Rated by:


ELSIE E. SALAMAT
ACRO Head

Approved by:


DILBERTO O. FERRAREN
VP, PRGAS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: Aniceta M. 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.

| 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) | | 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 | | 79 | | | | |
| Average Score | | 4.65 | | | | |

Overall recommendation : Improving and growing


ELSIE E. SALAMAT
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ACRO

Head of Office: Prof. Elsie E. Salamat

Number of Personnel: 3


| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring 1. check daily Activities 2. Submission of output | | ✓ | ✓ | | Done |
| | | ✓ | ✓ | | Done |
| Coaching 1. Give feedback/follow-ups and work as a team | | ✓ | ✓ | | Done |

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

Name of Employee: Aniceta M. Lumacad

Performance Rating: Outstanding

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: July to December 2022

First Step:

1. Search online trainings/seminars/courses

Result:

To attend webinars/trainings/seminar workshops

Date: _____ Target Date: July to December 2022

Next Step:


1. Search trainings/seminars related to facilitating alumni engagement

Outcome: Awareness on facilitating alumni engagement


Final Step/Recommendation:

1. Maintain the best practices in the office
2. Supervision of JO workers and Student assistant

Prepared by:


ELSIE E. SALAMAT
Unit Head

Conforme:


ANICETA M. LUMACAD
Name of Ratee Faculty/Staff