



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CAROLINE B. ANDUYAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding


Prepared by:


CAROLINE B. ANDUYAN
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Department/Office Head

Recommending Approval:

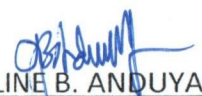

MARIA JULIET C. CENIZA
Vice President, Research, Extension and Innovation

Approved:



MARIA JULIET C. CENIZA
Vice President for Research, Extension and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Caroline B. Anduyan, of the Office of the Vice President for Research, Extension, and Innovation (OVPREI) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2023.


CAROLINE B. ANDUYAN
 Ratee

Approved:


MARIA JULIET C. CENIZA
 Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Research Administration Services	100% of administrative documents approved/acted within one day from receipt	Assists in the daily clerical & logistical needs of the OVPREI office including answering communications via phones, e-mails, IPs; keeping and updating schedules of the VPREI and assisting/receiving visitors of the office as frontline officer.	100%	100%	5	5	5	5	
		Encodes, prepares and print official communications, accomplishment report of Job Orders; PPMP, PRs, Travel Request/Order, Trip tickets, POs, etc	50	70	5	5	5	5	
		Consolidate all planning and monitoring forms including OPCR/IPCR and other ISO related documents.	100%	100%	5	5	4	4.67	
		Cascading of all updated forms, guidelines and procedure manuals of the university and maintain the filing system of OVPREI.	100%	100%	5	5	5	5	

		Facilitates preparation for accommodation of meals/snacks of visitors specially during meetings.	30		5	5	5	5	
Total Over-all Rating					5	5	4.8	4.93	

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

Comments & Recommendations for Development Purpose: <i>Consultations at work and willing to be trained.</i>

Evaluated & Rated by:

Recommending Approval:

Approved by:

MARIA JULIET C. CENIZA

Dept./Unit Head

Date: 7/11/2023

MARIA JULIET C. CENIZA

Dean/Director

Date: 7/11/2023

MARIA JULIET C. CENIZA

Vice President, R E & I

Date: 7/11/2023

1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2023

Name of Staff: CAROLINE B. ANDUYAN

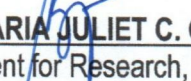
Position: ADMIN. AIDE III

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						
Average Score		4.92				
Overall recommendation :						


MARIA JULIET C. CENIZA
 Vice President for Research, Extension and Innovation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Caroline B. Anduyan
Performance Rating: Outstanding

Aim: To have a smooth and efficient office operations.

Proposed Interventions to Improve Performance:

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

1. To coordinate, facilitate early processing of documents/papers and come up with a systematic recording of documents that needs VP-OVPRE's action.
2. Facilitates, updates meetings/appointments of VP for R & E effectively.
3. To attend a training on data management system.

Result:

- 1 Systematic recording of documents achieved.
2. Efficient deliverance of duties and responsibilities.

Date: July 1, 2023 Target Date: December 31, 2023

Next Step:

1. Application of data based management system.

Outcome: Efficient office operations and creation of good working place.


Final Step/Recommendation:

Recommended for promotion.

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

Conforme:


CAROLINE B. ANDUYAN
Name of Ratee Faculty/Staff