



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ALBERT M. VERGIS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.878	70%	3.4146
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.666	30%	1.35
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.76

ADJECTIVAL RATING:

Outstanding

Prepared by:

ALBERT M. VERGIS
Name of Staff

Reviewed by:

ROSARIO A. SALAS
Department/Office Head

Recommending Approval:

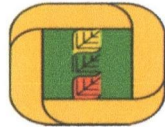
VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ALBERT M. VERGIS
Administrative Aide III
Date:


ROSARIO A. SALAS
Department Head
Date: _____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishmnt (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
		PI 1. Graduate degree program monitored	Documenting/ Facilitating	Facilitates graduate degree program	1	1	4	4	5	4.3	
		PI 2. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.25	0.25	5	5	5	5.0	
		BEST PRACTICES:									
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	5	5	5.0	
OVPI MFO 2. Graduate Student Management Services											

		PI 1. Number of graduate students awarded with scholarships/ assistanships	Documenting/ Monitoring	Documents/monitors graduate students awarded with scholarships/ assistanships							
						Total points:				14.3	

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 1. Curriculum Program Management Services

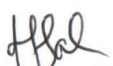
		PI 1. Total Undergraduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	155.05	155.05	5	5	5	5.0	
		PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered	Monitoring	Ensures that the BSA-Horticulture degree program is compliant to CHED CMO	1	1	5	5	5	5.0	
		PI 3. Average passing percentage in licensure examinations in mandated programs	Monitoring	Monitors the passing percentage in licensure examination	50%	50.00%	5	5	5	5.0	
		PI 6. Percentage increase in the number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	20%	20.00%	5	5	5	5.0	
		PI 7. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe / industry in the Department	2	2	5	5	5	5.0	
		Best Practices/New Initiatives:									
		Number of maintained Center of Excellence (CAFS) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)							
		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP							
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015	1	30	4	5	5	4.7	
		Number of students awarded with scholarship/ fellowship/grants	Documenting/ Monitoring	Documents/monitors students with scholarship/grants	5	5	5	5	5	5.0	
		Number of international exchange students	Documenting/ Monitoring	Facilitates papers, monitors	2	10	5	5	5	5.0	
		Number of undergraduate students awarded with honors/distinction	Documenting/ Monitoring	Documents/Monitors who and how many BSA undergrad students awarded with honors/distinctions	5	5	5	5	5	5.0	

						Total points:		44.7	
UMFO 4. EXTENSION SERVICES									
		PI 4. Number of beneficiaries served							
		Groups	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	3	3	5	5	5.0
		Individuals	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	30	30	5	5	5.0
						Total points:		10.0	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
OVPI MFO 3. Faculty Evaluation Services									
		PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university	As participant	Participates seminars/ trainings/conventions/ workshops coordinated outside of the university	1	1	5	5	5.0
		PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	60%	5	5	5.0
		PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/ workshops/reviews and/or Assist in preparation and printing of all documents					
OVPI MFO 4. Program and Institutional Accreditation Services									
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors					
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5.0
		PI 4. Additional outputs							
		Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	2	5	5	5.0
						Total points:		20.0	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									


		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	4	5	5	4.7	
		PI 2. Additional outputs									
		Number of departments and/or service units supervised and monitored	Documenting	Assists in supervising and monitoring one (1) department	1	1	4	5	5	4.7	
		Number of management meetings conducted	Documenting	Documents/Assists in the meeting	2	4	5	5	5	5.0	
		Number of documents attended and served	Documenting	Assists on to be signed and approved documents	450	450	5	5	5	5.0	
		Number of draft documents prepared i.e. memo's, letters, etc.	Preparing documents	Prepares draft documents i.e. memo's, letters, etc. to be checked and finalized by the supervisor	10	15	5	5	5	5.0	
		Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	15	5	5	5	5.0	
		Number of Copy of Grades distributed to students	Service	Distributes student copy of grades	120	120	5	5	5	5.0	
		Number of lecture notes/teaching manuals/IM's reproduced	Service	Reproduces lecture notes/teaching manuals/IM's for faculty							
		Number of documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	15	4	4	5	4.3	
		Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVPI	Service	Reproduces Teaching Performance Evaluation Forms	1,000	1,500	4	5	5	4.7	
		Number of syllabus/ course outline reproduced	Service	Reproduces syllabus/course outlines							
		Number of varied blank forms reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	50	4	5	5	4.7	
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	100	120	4	5	5	4.7	

		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015	1	30	4	5	5	4.7	
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)							
						Total points:				57.3	Comments & Recommendations for Development Purpose: <i>Keep up the good work</i>
Total Over-all Rating							146.333				
Average Rating							4.878				
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating							4.878				
Adjectival Rating							Outstanding				


Evaluated and Rated by:


ROSARIO A. SALAS, Ph.D.
Head, DOH
Date: _____

Recommending Approval:


VICTOR B. ASIO, Ph.D.
Dean, CAFS
Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Albert M. Vergis 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


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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	54				
Average Score	4.5				

Overall recommendation : _____


ROSARIO A. SALAS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALBERT M. VERGIS

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: July 2019

Target Date: December 2019

First Step: To attend and participate in trainings and seminars to improve skills and for self-improvement so as to be more competent as support staff of the Department of Horticulture.

Result: Attended training, seminars.

Date: January 2020

Target Date: June 2020

Next Step: To attend and participate in trainings and seminars to improve skills and for self-improvement so as to be more competent as support staff of the Department of Horticulture.

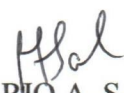
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Outcome:

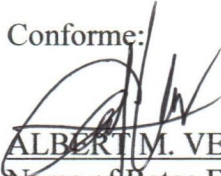
Final Step/Recommendation:

To finish my Masters degree

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


ALBERT M. VERGIS
Name of Ratee Faculty/Staff