



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIA LILIA P. VEGA

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	5	30%	1.5
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.95

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:

Maria Lilia P. Vega
MARIA LILIA P. VEGA
Name of Staff

Reviewed by:

Joel Rey U. Acob
JOEL REY U. ACOB
Department/Office Head

Recommending Approval:

Joel Rey U. Acob
JOEL REY U. ACOB
Dean/Director

Approved:

Prose Ivy G. Yepes
PROSE IVY G. YEPES
President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Lilia P. Vega of the Quality Assurance Center commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January 2024 to June, 2024.

MARIA LILIA P. VEGA
Ratee

Date: 7-23-24

JOEL REY U. ACOB
Head of Unit
7/23/24

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2024	Actual Accomplishments		Rating				Remarks
				Actual	%	G	M	P	A	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified	Number of ISO /AACCUP/ IA Minutes documented, transcribed and submitted	2	10	500	5	5	5	5	
	QAC PI 4. Administrative Service									
		Number of OP Memo drafted	5	5	100	4.8	4.8	4.8	4.8	
		Number of Notice of Meeting drafted	5	5	100	4.8	4.8	4.8	4.8	
		Number of AACCUP Job order personnel supervised	3	5	166.67	5	5	5	5	
		Number of Communications, Letter Request, Group chats created and related	5	45	840	5	5	5	5	
		Number of online accreditation related trainings/workshops/coordination meetings organized/facilitated/attended	10	26	260	5	5	5	5	
		Number of programs from Component Colleges assisted	3	4	133.33	4.8	4.8	4.8	4.8	
		Number of	5	13	260	5	5	5	5	

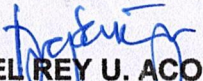
		meetings/seminars participated								
		Number of accreditation related coordination to AACCUP/ AGF	10	400	4000	5	5	5	5	
		Number of programs to monitor for compliance of the Mandatory requirements for for AACCUP Level I to IV, and other accreditation	10	20	200	5	5	5	5	
	QAC PI 5. Support to Operations									
		Number of Google drives for supporting documents monitored and updated	8	18	225	5	5	5	5	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	4.8	4.8	4.8	4.8	
Total Overall Rating										59.2
Average Rating										4.93
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING	Outstanding	

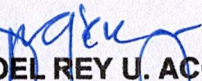
Comments & Recommendations for Development Purpose:

She is supportive at all times any quality assurance related activities. She can deliver output at schedule. She is innovative and very articulate in her workplace. Works overtime without complaining to beat deadlines. Keep up the good work.

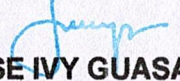
Evaluated & Rated by:


JOEL REY U. ACOB
 Director, Quality Assurance
 Date: 7/23/24

Recommending Approval:


JOEL REY U. ACOB
 Director, Quality Assurance
 Date: 7/23/24

Approved by:


PROSE IVY GUASA YEPES
 VSU President
 Date: 9/6/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Quality Assurance Center

Head of Office: JOEL REY U. ACOB

Number of Personnel: MARIA LILIA P. VEGA

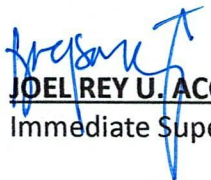
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of communication such as draft OP Memo, Notice of Meeting, Minutes of Meeting, creating group chats for the taskforces, transcription of recorded documents after the conduct of meetings related accreditation, ISO and Management Review.	X	X			
Assisting in the facilitation and coordination during online accreditation	X	X			
Assisted in the coordination's related accreditation to external AACUP accreditors	X	X			
Developed matrix of Summary of Findings and	X	X			

Recommendations of different programs					
Developed comparison matrix of AACUP survey instruments	x	x			
Constant monitoring of the Programs Shared Drives supporting document, PPP, NP, Compliance Report and Best Practices	x				
Drafted OP for Program Taskforces and other related communication	x		x	x	
Coaching					
Conducting a once a week meetings for the AACUP Jobs Order personnel for the collection of supporting documents and problems met both virtual and face to face.	x	x			
Providing assistance to Program Incharge and Taskforce members in the needed supporting documents to address benchmark statements.	x	x			
Created Group Chats of accreditors and taskforces for an efficient communications	x	x			


during accreditation.					
Supervising the AACCUP Job Order personnel in their outputs.	X	X			

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

Conducted by:


JOEL REY U. ACOB
 Immediate Supervisor

Noted by:


PROSE IVY GUASA YEPES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UMFO 5 Support to Operations								
OVPI MFO 4. Program and Institutional Accreditation Services								
QAC PI 1. Number of degree programs which passed accreditation/ evaluation	Coordinate the scheduling, preparation and implementation of AACCUP accreditation activities	JRUAcob/MLPVega	Jan-June 2024	x	x	x	x	
QAC PI 2. ISO:9001-2015 Certified								
Number of internal quality audits coordinated	Coordinate the scheduling, preparation and implementation of Internal Quality Audit	QMO/QA Director/ other QAC staff	Jan-June 2024	x	x	x	x	
Number of management reviews coordinated/ conducted	Coordinate the scheduling, preparation of the Management review	QMO/QA Director/ other QAC staff	Jan-June 2024	x	x	x	x	
No. of ISO-related trainings/workshops/ meetings coordinated/ facilitated	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	JRUAcob/QM O/Lead Auditor/GN Tan/PPOrano	Jan-June 2024	x	x	x	x	
Number of processes/procedures monitored during the roll out/implementation	Monitors the implemented internal documented information	JRUAcob/QM O/Lead Auditor/GN Tan/PPOrano/	Jan-June 2024	x	x	x	x	
Number of documented procedures and forms revised and cascaded	Cascades the revised PM, QM, FM, and templates	RSG/QMO/Lead Auditor/GN Tan/PPOrano	Jan-June 2024	x	x	x	x	
Percentage of programmed ISO-related activities implemented within the targeted timeline	Implements ISO related Activities	JRUAcob/QM O/PPOrano	Jan-June 2024	x	x	x	x	
Number of manuals reproduced and disseminated	Photocopied Quality Manuals	PPOrano	Jan-June 2024	x	x	x	x	
Number of Supporting Documents scanned (ISO, AACCUP)	Scanned documents	MLPVega/PPOrano	Jan-June 2024	x	x	x	x	
QAC PI 5. Support to Operations								

Number of meetings/workshops/trainings facilitated (AACCUP, ISO, etc)	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	JRUAcob/ MLPVega/ PPOrano/ other QAC Staff	Jan-June 2024	x	x	x	x	
QAC PI 6. Efficient customer friendly assistance								
Efficient and customer-friendly frontline service for QAC	Provide efficient and customer friendly frontline services to QAC	PPOrano/ Maria Lilia Vega/ Christian Jayme	Zero complaint from clients	x	x	x	x	

Prepared by:


JOEL REY U. ACOB
Unit Head

Exhibit I

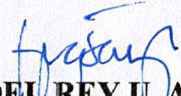
PERFORMANCE MONITORING FORMName of Employee: MARIA LILIA P. VEGA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Number of ISO /AACCUP/ IA Minutes documented, transcribed and submitted	10	Jan-Jun 2024	Jan-Jun 2024	January 25-MR, Jan 8, Jan 12, Feb. 12- ISO, April 22-27, May 20, May 16, June 1-30, 2024	Very impressive	Outstanding	Commendable
2	Number of OP Memo drafted	5	Jan-Jun 2024	Jan-Jun 2024	January 25-MR, Jan 8, Jan 12, Feb. 12- ISO, April 22-27, May 20, May 16, June 1-30, 2024	Impressive	Outstanding	Responsive to instructions given.
3	Number of Notice of Meeting drafted	5	Jan-Jun 2024	Jan-Jun 2024	January 25-MR, Jan 8, Jan 12, Feb. 12- ISO, April 22-27, May 20,	Impressive	Outstanding	Open to comments

					May 16, June 1-30, 2024			
4	Number of AACCUP Job order personnel supervised	5	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Providing technical support properly
5	Number of Communications, Letter Request, Group chats created and related	45	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Delivered output on time
6	Number of online accreditation related trainings/workshops/coordination meetings organized/facilitated/attended	26	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Commendable
7	Number of programs from Component Colleges assisted	4	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Impressive	Outstanding	Responsive
8	Number of meetings/seminars participated	13	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Participative and dedicated to her job
9	Number of accreditation related coordination to AACCUP/ AGF	400	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	High quality customer service
10	Number of programs to monitor for compliance of the Mandatory requirements for for AACCUP Level I to IV, and other accreditation	20	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Well prepared
11	Number of Google drives for supporting documents monitored and updated	18	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Very impressive	Outstanding	Updated and monitored shared drives
12	Efficient and customer-friendly frontline service	Zero complaint from clients	Jan-Jun 2024	Jan-Jun 2024	Jan- Jun 2024	Impressive	Outstanding	High quality customer service

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JOEL REY U. ACOB
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA LILIA P. VEGA

Performance Rating: _____

Aim: Enhanced knowledge and skill on document management and facilitation skills

Proposed Interventions to Improve Performance:

Date: April 2024

Target Date: April 2024

First Step: Identify training needs through discussion with Immediate Supervisor to improve the knowledge pertaining to the task assigned and other quality assurance activities.

Participate trainings relevant to the tasks assigned in the quality assurance office.

Result: Empowered and efficient performance through the learnings attained from the trainings.

Improvement in the process of facilitating meetings / workshops.

Date: August 2024

Target Date: August 2024

Next Step: Participate trainings relevant to the tasks assigned in the quality assurance office such as training/seminar related to effective customer service/frontliner ISO standards and quality management

Involve her in the conduct of meetings by encouraging her to perform the task.

Outcome: Increase efficiency and effectiveness as frontliner and dDRC.

Improve competence related to quality assurance activities

Final Step/Recommendation:

Continue capability enhancement through mentoring/coaching and sending her to trainings and seminars.

Prepared by:


JOEL REY U. ACOB
Unit Head

Conforme:


MARIA LILIA P. VEGA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1-31, 2024 to June 1- 30, 2024

Name of Staff: MARIA LILIA P. VEGA

Position: ADMIN AIDE III (Casual)

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.

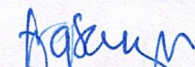
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		60				
Average Score		5				

Overall recommendation

- Commendation in all her technical assistance provided to programs under accreditation.
- Attendance to trainings is encourage for upskilling.



JOEL REY U. ACOB

Printed Name and Signature
Head of Office