



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NELSIE F. MONDAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

ADJECTIVAL RATING: _____

Prepared by:

NELSIE F. MONDAL
Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR) - Accomplishments

I, NELSIE F. MONDAL, of the OVPA commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2022.

NELSIE F. MONDAL
Ratee

APPROVED:

BEATRIZ S. BELONIAS
Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accompli- shment	Rating				Remarks
					Q	E	I	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
P11: Faculty Workload monitored for FTE of graduate subjects	No. of Faculty Teaching monitored for FTE and subjects taught handling graduate subjects	Number of Faculty computed with FTE and subjects taught based on the actual teaching Load.	45	91	5	5	5	5	
	No. of Faculty handling graduate subjects computed for FTE	Number of graduate subjects computed with FTE based on the actual teaching Load.	100	235	5	5	4	4.67	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: Faculty Workload monitored for FTE of undergraduate subjects	No. of Faculty Workload monitored for FTE and subjects taught handling undergraduate subjects	Number of Faculty computed with FTE and subjects taught based on the actual teaching Load.	250	452	5	5	5	5	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplis hment	Rating				Remarks
					Q	E	T	A	
	No. of Faculty handling undergraduate subjects computed for FTE.	Number of undergraduate subjects computed with FTE based on the actual teaching Load.	1,500	2,860	5	5	4	4.67	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
P12: Faculty renewal/ recruitment/ hiring of full and part-time instructors	No. of recommendations, letter request, projected workload and other related documents reviewed for APB.	Reviews projected workload and other documents submitted for APB & notify the requesting department if there are documents lacking for compliance.	30	160	5	5	5	5	
UMFO 6: General Administration and Support Services (GASS)									
OVPI MFO 1: Administrative and Facilitative Services									
P11: Colleges, departments, institute and support units under OVPA including the four satellite campuses	No. of documents from different Colleges, departments, institute and support units under OVPA checked/reviewed/ counter signed for appropriate action by the VP for Academic Affairs	Monitors submission of the actual teaching load for the class roster of the Registrar's office.	25	33	5	5	5	5	
		Monitors, reviews IFW & countersign for approval of workload by VP Academic Affairs. (VSU main and external campus)	250	678	5	5	5	5	
		Make a summary of workload per faculty of all departments. (VSU main and external campus)	250	678	5	5	5	5	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplis hment	Rating				Remarks
					Q	E	T	A	
		Data automation of the individual faculty workload for CHED data elements. (1 st semester only). Make workload summary for PMT material.	250	466	5	5	5	5	
OVPI MFO 2: Efficient Customer-Friendly Assistance Services									
P11: Customer Assistance Services	Efficient and customer-friendly frontline service	Provides immediate services to clients who needs data related to faculty workload. Prepare the documents for soft bounding aside from electronic files, such as: summary of workload, subjects taught by faculty and full time teaching equivalent with label are made available at OVPA to clientele's who needs to make use of it. Answer phone calls.	25	46	5	5	5	5	
Others: As dDRC of the office	Control and filing of documents related to ISO	Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, IFWs , memos, attendance sheets, notice of meeting, communications and etc.	400	703	5	5	5	5	
	No. of meetings, workshop and seminars attended	Attend meetings and seminars related to University activities and staff development.	2	13	5	5	5	5	
TOTAL OVERALL RATING					60	60	58	59.33	
AVERAGE RATING								4.94	

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Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: ✓ <i>Keep up the good work!</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.94	
ADJECTIVAL RATING		Outstanding	

1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average

Evaluated & Rated by:

[Signature]
BEATRIZ S. BELONIAS
Unit Head

Date: 1/24/21

Approved by:

[Signature]
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 1/24/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: NELSIE F. MONDAL

Position: Admin. Aide IV

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale <i>N/A</i>				
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	<i>4.92</i>				

Overall recommendation : _____

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF STAFF: NELSIE F. MONDAL

HEAD OF OFFICE: BEATRIZ S. BELONIAS

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	M E C H A N I S M				
	M E E T I N G		M E M O	O T H E R S (Pls. specify)	R E M A R K S
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>	✓	✓			
<u>Coaching</u>	✓	✓			

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

Conducted by:

scyi
BEATRIZ S. BELONIAS
Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: NELSIE F. MONDAL

PERFORMANCE RATING: _____

AIM: To efficiently and accurately deliver the needed services to clientele consistently and systematically according to the standard operating procedure set by the office

Proposed Interventions to Improve Performance

Date : July, 2022

Target Date: July-December, 2022

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make suggestions/propose solutions of the Encountered problems

Date : July, 2022

Target Date: July-December, 2022

Next Step : Update on existing procedures and policies to answer queries, facilitate, review and validate documents for appropriate action by the Vice President for Academic Affairs.

Outcome : Teachable, can easily comprehends, knowledgeable and articulate in answering queries, consistent and accurate in reviewing of documents.

Final Step/

Recommendation: Attend in short term training, seminar & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Conforme:


NELSIE F. MONDAL
Ratee