

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY - DECEMBER 2019**

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	0.70	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.449
TOTAL NUMERICAL RATING			

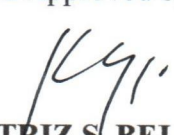
TOTAL NUMERICAL RATING: 4.90
 Add: Additional Approved Points, if any: —
 TOTAL NUMERICAL RATING: —
 ADJECTIVAL RATING: 0

Prepared by:


CONNEL D. ANTIPASO

Name of Staff

Reviewed Approved by:



BEATRIZ S. BELONIAS
 Vice President for Instruction

GP# 206
3/17/20


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the **Office of the Vice President for Instruction** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2019.


CONNEL D. ANTIPASO
Education Program Specialist II

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

MFOs/ PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	43	43	4	5	5	4.67	
OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	55	60	5	5	5	5.00	
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	30						No schedule of recognition during this rating period
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									

	PI 2: Number of undergraduate curricular proposals approved and offered	Facilitated curricular matters for reproduction and distribution to Curriculum Committee members and facilitated endorsement CHEDRO8 and BOR	NA						
	PI 3: Number of existing curricula subjected to evaluation and compliant to CMO	Facilitated evaluation of curricular programs compliance to RQAT evaluation	1	32	5	5	5	5.00	
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	10%	20%	5	5	5	5.00	
	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	8%	15%	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examinations	Facilitated data of licensure board examination as requirement of DBM in the submission of university's accomplishments;	45%	58%	5	5	5	5.00	
	PI 8: Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected graduate tracer data needed for PMT perusal	82%	85%	5	5	5	5.00	
OVPI MFO 2. Student Management Services									
	PI 3: Number of undergraduate students awarded with honors/distinction	Facilitated signature of the Vice President for Instruction on the certificates of recognition	250						No schedule of recognition during this rating period
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Attends requests of faculty pursuing PhD program	5	16	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Attends requests of faculty pursuing MS program	10	20	4	5	5	4.67	

	PI 1.2 Number of faculty who finished advanced degree programs on time	Facilitated documents submitted by returning/graduated scholars	8	21	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attends requests of faculty on study leave	30	48	5	5	5	5.00	
	PI 3 Number of faculty granted with internal fellowship grants		10	19	5	5	5	5.00	
	PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings, seminars, conferences, workshops and/or fora	40	105	5	5	5	5.00	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated teaching demo of departments recruiting/hiring faculty	10	30	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 4. Admission & Registration Services									
	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Schedules meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	70%	75%	5	5	5	5.00	
OVPI MFO 5. Guidance and Counseling & Support to Students Services									
OVPI MFO 6. Library Services									
	PI 1: Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Schedules meetings and sent out notices of meetings of the University Library Committee	40%	40%	5	5	4	4.67	
	PI 2: Percentage increase in the number of students, faculty, staff and researchers availing the Library resources, services and facilities		40%	45%	5	5	5	5.00	
OVPI MFO 7. Distance Education Services									
OVPI MFO 8. Program and Institutional Accreditation Services									

	PI 1: Number of degree program specializations which passed AACUP accreditation/evaluation of at least Level 1	Facilitated requests of the different colleges, departments, faculty and staff	NA						
	PI 2: Number of degree programs issued with COPC	Coordinated with CHEDRO8 re documents needed; facilitated request of the different departments offering degree programs	10	10	4	5	5	4.57	
	PI 3: Percentage of completion of documents compliant to ISO evaluation	Facilitated preparation of documents in compliance to ISO evaluation	75%	80%	5	5	5	5.00	
OVPI MFO 9. Development Broadcasting & Communication Services									
UMFO 6. GASS									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	30	30	4	5	5	4.67	
	PI 2: Number of management meetings conducted	Assisted/Facilitated requests of the different committees of the university	20	30	5	5	5	5.00	
		Participated in the university committees for appropriate action such as NAPB, LSUADPA BOD, QS, and other task force			5	5	5	5.00	
	PI 3: Number of documents acted	Facilitated documents for action of the VPI	1380	1425	5	5	5	5.00	
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	Facilitated proposals for action by the UADCO and BOR	2	5	5	5	5	5.00	
	PI 6: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Facilitated proposals for action by the UADCO and BOR	2	3	5	5	4	4.67	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitored academic units to ensure customer-friendly front liners	10	13	5	5	5	5.00	

OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted	0	0	5	5	5	5.00	
Best practices/new initiatives									
					Total Over-all Rating	131	135	133	133.02
					Average Rating	4.85	5.00	4.98	4.93

Average Rating (Total Over-all rating divided by 4)		4.93	<i>Good job!</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.93	
ADJECTIVAL RATING			

Evaluated and Rated by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.
 Unit Head

Approved by:

[Signature]
BEATRIZ S. BELONIAS, Ph.D.
 Vice President for Instruction

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2019


Name of Staff: CONNEL D. ANTIPASO Position: EPS 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		58/12				
B. Leadership & Management (For supervisors only to be rated by higher supervisor) NA		Scale				
Total Score						
Average Score		4.83				

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPI

Head of Office: BEATRIZ S. BELONIAS

Name of Personnel: CONNEL D. ANTIPASO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching					

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

Conducted by:

BEATRIZ S. BELONIAS
Immediate Supervisor

Noted by:

EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO

Performance Rating: _____

Aim: To efficiently assist the Vice President in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: _____

Target Date: July – December 2019

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggests/Propose for possible solutions applicable to the situation.

Date: _____

Target Date: July – December 2019

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:

Improved delivery of services among clientele in the day to day transaction in the office.

Final Step/Recommendation:

Participate in short-term training and/or workshop to enhance the delivery of services at OVPI.

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

Conforme:


CONNEL D. ANTIPASO
EPS II