

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: TONI MARC L. DARGANTES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	4.87 x 70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
TONI MARC L. DARGANTES  
Administrative Assistant VI 2-11-20

Reviewed by:

  
REMBERTO A. PATINDOL  
VP for Administration & Finance 2-11-20

Approved:

  
REMBERTO A. PATINDOL  
Chairman, PMT 2-11-20

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Administration and Finance 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 2019.

  
**TONI MARC L. DARGANTES**

Ratee

Approved:

  
**REMBERTO A. PATINDOL**

Head of Unit 2-10-20

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative and Support Services Management	Number of Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	100%	100%	5	5	5	5.00	
	Number of Information Systems and Sub-Systems Developed	Manage the Development of Information Systems its Sub-Systems of the University	60%	65%	5	5	4	4.67	
	Creation of the ISSP	Coordinate and gather data for the creation of the VSU Information System Strategic Plan	100%	100%	5	5	5	5.00	

	Number of Successful procurement for the University as Assistant Chairman of the BAC Secretariat	<ul style="list-style-type: none"> <li>• Evaluate completeness of Purchase Request</li> <li>• Check the P.R. mode of procurement based on the APP</li> <li>• Facilitate the opening of canvass and awarding of RFQ in alternative mode of procurement</li> <li>• Preparation of Invitation to Bid</li> <li>• Posting of Invitation to Bid and Award in the PhilGEPS Website</li> <li>• Scheduling of procurement activities</li> <li>• Preparation of Notice to bidders acknowledging their participation in the bidding</li> <li>• Notice of Post Qualification/Disqualification</li> <li>• Preparation of Eligibility checklist</li> <li>• Preparation of Notice of Award and Notice to Proceed</li> <li>• Updating of Transparency Seal of the University</li> <li>• Posting of the following documents in PhilGEPS: <ul style="list-style-type: none"> <li>o Bid Notice</li> <li>o Bid Bulletin</li> <li>o Minutes of pre-bid conference</li> <li>o Notice of Award</li> <li>o Contract</li> <li>o Notice to Proceed</li> <li>o BAC Resolution</li> </ul> </li> </ul>	90%	95%	5	4	5	4.67	
Human Resource Management and Development	Preparation of HRMIS Project Implementation proposal	Create the Work and Financial Plan for the HRMIS Project implementation	100%	100%	4	5	5	4.67	
	Number of Conduct of System Development Consultation	Convert process flow into system flow for the HRMIS and its attached systems	15	15	5	5	5	5.00	



	Implement the HRMIS project	Manage the Development and Implementation of HRMIS	60%	65%	5	4	5	4.67	
Project Planning	Number of programs and projects reviewed and submitted to NEDA, CHED, and DBM	Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM	20	62	5	5	5	5.00	
	Number of Projects encoded in the NEDA PIPOL system	Check project readiness and encode in the NEDA PIPOL System	45	48	5	5	5	5.00	
	Number of Planning Activities Conducted, Facilitated, Coordinated	Conduct Planning activities for Public Investment Programs of the University	1	1	5	5	5	5.00	
Total Over-all Rating								48.67	

Average Rating (Total Over-all rating divided by 6)		4.87
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose**  
*Attend training on Info. Systems implementation & maintenance*

Evaluated & Rated by :

  
**REMBERTO A. PATINDOL**  
PMT Chairman

Date: 2-10-20

Recommending Approval :

  
**REMBERTO A. PATINDOL**  
VP for Administration & Finance

Date: 2-10-20

Approved by :

  
**EDGARDO E. TULIN**  
President

2-11-20

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

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2019Name of Staff: TONI MARC L. DARGANTESPosition: ADMINISTRATIVE ASSISTANT VI

**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				
	5	4	3	2	1
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					5.0


Overall recommendation : \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
Name of Head

2-10-11

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Toni Marc L. Dargantes**  
Performance Rating: **July 1 to December 31, 2019**

Signature: 

Aim: Operational Visayas State University Information Systems

Proposed Interventions to Improve Performance:

Date: **July 1, 2019**

Target Date: **September 30, 2019**

First Step:

Send to Cyber Security Training

Result:

Completed VSU 2021-2023 Information System Strategic Plan with cyber security component

Date: **October 1, 2019**

Target Date: **December 31, 2019**

Next Step:

Assign to Coordinate the creation of the University Management Information System (MIS).

Outcome: Implemented preparatory activities for the development of the VSU Management Information System (MIS).

Final Step/Recommendation:

Development and implementation of VSU Management Information.

Prepared by:

  
**REMBERTO A. PATINDOL**  
Unit Head

2-10-11

Conforme:

  
**TONI MARC L. DARGANTES**

2-10-11