Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARACELI M. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
		TOTAL NUMERICAL RATING	

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approve Point, if any: _____

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ARACELI M. MANAGBANAG
Name of Staff

Reviewed by:

MARY JEAN M. SAPAN
Department/Office Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ARACELI M. MANAGBANAG

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1. Numerical Rating per IPCR	4.51	70%	3.23
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TOTAL NUMERICAL RATING: 4.73

Add: Additional Approve Point, if any: _____

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ARACELI M. MANAGBANAG
Name of Staff

Reviewed by:

MARY JEAN M. SAPAN
Department/Office Head

Recommending Approval:

ALELI A. VILLOCINO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ms. Araceli M. Managbanag, Administrative Aide III of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period J anuary to June 2018.

ARACELI M. MANAGBANAG
Ratee

MARY JEAN M. SAPAN
Director, IHK

Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-plishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
Administrative Support Services									
Efficient and customer-friendly frontline service	0% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	
Student Development & Welfare Support	Percentage of documents requested by students served on time; 1. Varsity PE classes Exemption forms 2. Travel Forms: a. Travel Order b. Waiver/Parental Consent c. Itinerary of Travel (Appendix A) d. Travel Complete (Apppendix B) c. Travel Vouchers	Served documents as requested Released forms every after midterm exam	90%	95%	5	5	4	4.67	National SCUAA IN Sibalom, Antique, Feb. 18-23, 2018
	Students' Grades Inquiries & Completion of Grades served and released	Released grades to students applying for financial assistance	40	60	5	5	4	4.67	
	Number of end-users of the VSU Gym & University Sports Facilities & billed of accounts served on time	Served & logged VSU Gym & Sports facilities reservations	45	65	5	5	4	4.67	

Annex B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCRF)

I, Ma. Angeli M. Magsaysay, Administrative Aide III of the Institute of Human Kinetics, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period 1 January to June 2018.

ANGELI M. MAMAGBANG
Rater

MARY JOY M. SARAM
Director, IHK

Date _____

MFO & PAPs	Success Indicators	Targets Assigned	Target	Actual Accomplishment	Rating					Remarks
					Q1	Q2	Q3	Q4	A	
Administrative Service Support Services										
Efficient and customer-friendly frontline service	100% complaint from client served	Served clients	100% no complaint	100% no complaint	5	5	5	5	5	
Student Development & Welfare Support	Percentage of documents requested by students served on time; 1. Weekly PE classes Exemption forms 2. Travel Formal a. Travel Order b. Waiver/Parental Consent c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) e. Travel Vouchers	Served documents as requested Released form every after midterm exam	70%	82%	5	5	4	4.67		National SUDAA in Sibolom, Antique, Feb. 22-23, 2018
	Students' Grades Inquiries & Completion of Grades served and released	Released grades to students applying for financial assistance	40	50	5	5	4	4.67		
	Number of and users of the VSU Gym & University Sports Facilities & Venue or accounts served on time	Served 3 Juegos VSU Gym & Sports Facilities reservations	45	65	5	5	4	4.67		

	Percentage of documents requested by students served on time	Issued documents on time as requested	90%	92%	5	5	4	4.67	
Teaching Performance Evaluation	Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation	Facilitated teaching performance evaluation and submitted the same to OVPI	18	21	5	5	4	4.67	2nd sem., SY 2017-2018
	Number of IPCRs encoded and reproduced	Encoded and reproduced IPCR as scheduled	4	5	5	4	4	4.33	
Teaching Load	Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission	Prepared/encoded and submitted Individual Faculty workload	9 faculty	11	5	5	4	4.67	2nd sem., SY 2017-2018
	Number of teaching load/subjects prepared/encoded/reported/submitted	Actual teaching load report prepared/encoded	50	80	5	4	4	4.33	2nd sem., SY 2017-2018
	Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment	Prepared/computed projected faculty workload	15	25	5	5	4	4.67	2nd sem., SY 2017-2018
Secretariat Works	Number of documents prepared/ encoded and submitted within a specified time • Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets - Cash Advance/Liquidation/ Reimbursement -Travel - Cash Advance -Purchases - Contract of Services (JO)	Prepared/encoded and submitted documents within specified time	180	190	5	5	4	4.67	National SCUAA IN Sibalom, Antique, Feb. 18-23, 2018

	Number of documents facilitated for unit head's approval/signature	Facilitated documents for unit head's approval/signature	300	400	5	4	4	4.33	
Total Over-all Rating					60	57	49	55.35	221.35
Averaged Rating					4.91	4.66	4.14	4.57	18.45

Overall divide by number of items of							

Average Rating (Total Over-all rating divided by 4)	18.45	4.61
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Displays as very effective attitude when working with clients and is very effective in almost all tasks assigned to her.

Evaluated & Rated by:

MARY JEAN M. SAPAN
Unit Head
Date: _____

Recommending Approval:

ALELI A. VILLOCINO
College Dean
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

	Number of documents submitted for unit heads approval/signature	Possible documents to be submitted to board approval/signature	30%	40%	5	4	3	2	1
Total Overall Score					40	37	35	32	30
Average Rating					4.0	3.7	4.0	3.2	3.0

Documentation in support of items or

Average Rating (Total Overall rating divided by 4)	15.40	6.60
Additional Points		
Proficiency		
Approved Additional points (with copy of approval)		
TOTAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

Evaluated & Noted by:

MARYLENA M. SAPAR
Unit Head
Date: _____

Recommending Approval:

ARIEL A. MILLONES
College Dean
Dated: _____

Approved:

BEATRIS C. BELLENIO
Vice-President Academic Affairs
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January –June 2018

Name of Staff: ARACELI M. MANAGBANAG Position: Administrative 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 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 make the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients event beyond the official time.	5	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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

Annex O

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: January -June 2018

Name of Staff: ARACELI M. MAMAGBANAG Position: Administrative 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.

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A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and make 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 the official time.	(5)	4	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDS, 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 specified 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

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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	60/12				
	Average Score	5				

Overall recommendation : Achieves optimal level of performance & is highly respected by the faculty in the unit.

MARY JEAN M. SAPAN
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: ARACELI M. MANGBANAG

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	Student Development and Welfare Support	Prepares: a. Travel orders b. Waiver and parents' consent c. Itinerary of travel d. Travel vouchers e. Accommodate students with inquiries regarding grades f. Accommodate and facilitate end-users of the VSU gym and other sports facilities	January 2018	Immediately/ usually accomplished on the given time		Very impressive	Outstanding	• Never complains despite of the many task assigned and many papers to follow up and to work on • Very commendable work attitude. • She serves as one pillar of the institute
2	Evaluate Teaching Performance	• Prepare evaluation instruments for faculty • Conduct evaluation to other departments • Reproduced and encoded IPCR and OPCR of faculty	January 2018			Very impressive	Outstanding	
3	Prepares teaching load	• Prepare and compute teaching load • Prepare, encode and submit report • Prepare and compute projected workload	January 2018			Very impressive	Outstanding	
4	Secretariat	• Prepares forms like DTRs/CSRs, payrolls, purchase request, travel order, disbursement vouchers, RIS, trip tickets, cash advances and liquidation, contracts of services	January 2018			Very impressive	Outstanding	

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* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARY JEAN M. SAPAN

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARACELI M. MANAGBANAG**

Performance Rating: Outstanding

Aim: To improve filing of documents

Proposed Intervention to Improve Performance:
Hire JO to assist filing of documents since the unit is involve in almost all university wide activities.

Date: June 2018

Target Date: July 2018

First Step:
- Hire JO
- Orient newly hired clerk

Result:
- Easy retrieval of the documents needed

Date: August 2018

Target Date: August 2018

Next Step: Sort documents according to program

Outcome: Easy access to documents needed

Final Step/Recommendation:
Effective in retrieving documents to support activities or programs

Prepared by:

MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:

ARACELI M. MANAGBANAG

EMPLOYEE DEVELOPMENT PLAN

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Effective in retrieving documents to support activities or programs.

Prepared by:

MARY JEAN M. SAPAN
OIC Director, IHK

Conforme:

ARACELI M. MANAGBANAG