



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ERLINDA S. VALENZONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: _____

Prepared by:

ERLINDA S. VALENZONA
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)

I, ERLINDA S. VALENZONA, of the OVPA commits to deliver and agree to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period January - June 2021.

ERLINDA S. VALENZONA
Ratee

APPROVED:

BEATRIZ S. BELONIAS
Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	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: Graduate degree program offered	No. of monitored degree programs compiled and facilitated payment for issuance of COPC by CHED	Compiled monitored degree programs and facilitated payment for issuance of COPC as required by CHED	15	20	5	5	5	5.00	Coordinated w/ OGS
OVPI MFO 2: Graduate Student Management Services									
P1 1: Graduate students awarded with scholarship/ assistantship	No. of scholar graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student payrolls for stipend, book/thesis allowances need for immediate signature and release	20	24	5	5	5	5.00	Agreed with CAFS
	No. of recommendation letter for graduate research/teaching assistantship facilitated for action/signature	Facilitated letter recommendation for graduate assistantship assigned in the different academic departments for action/signature	4	4	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P1 2: Undergrad curricular programs approved/offered	No. of compiled undergraduate curricular programs and updated status with supporting document	Compiled undergraduate curricular programs and updated status with supporting documents	30	38	5	5	5	5.00	
	No. of undergraduate degree programs facilitated payment for issuance of COPC by CHED	Facilitated payments for issuance of COPC to undergraduate degree programs by CHED	5	5	5	5	5	5.00	
	No. of faculty attended CHED orientation on policies/standards/ guidelines of degree programs	Facilitated faculty attendance request, claims, funding and other supporting documents for curriculum development purposes	2	2	5	5	5	5.00	

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MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPI MFO 2: Student Management Services									
PI 2: Students on academic deficiencies	No. of requests regarding academic deficiencies facilitated for immediate action/approval by the VPAA	Facilitated requests regarding academic deficiencies for immediate action/ approval by the VPAA	10	15	5	5	5	5.00	
PI 3: Students awarded with honors and distinction	No. of payments prepared for incentives of students with outstanding/excellent academic performance including board exam top 10 placers	Prepared payment of incentives for students with outstanding/excellent academic performance including board exam top 10 placers	5	6	5	5	5	5.00	
UMFO 5: Support To Operations (STO)									
OVPI MFO 1: Faculty Development Services									
PI 1: Faculty pursuing advanced studies and attending webinars	No. of recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature	Facilitated recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature	100	125	5	5	5	5.00	
	No. of vouchers for payment of school fees, thesis financial support and other related expenses while pursuing graduate studies, and registration/ training fees facilitated for signature	Facilitated vouchers for payment of school fees, thesis financial support, and other related expenses while pursuing graduate studies, and training fees for signature	15	18	5	5	5	5.00	
OVPI MFO 2: Faculty Renewal/Recruitment/Hiring Services									
PI 1: Faculty renewal/ recruitment/hiring of full and part-time instructors	No. of recommendations/award letters and appointments and notices for hiring facilitated for action/signature	Facilitated recommendations/award letters/ appointments and notices for hiring for action/signature	100	103	5	5	5	5.00	
	No. of certifications of number of contact hours, payrolls for payment of services rendered by part-time instructors, clearances facilitated for signature and its immediate release	Facilitated certifications, payrolls for payment of services rendered by part-time instructors and clearances for signature and immediate release	100	115	5	5	5	5.00	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks				
					Q ¹	E ²	T ³	A ⁴					
UMFO 5: General Administration and Support Services (GASS)													
OVPI MFO 1: Administrative and Facilitative Services													
PI 1: Colleges, academic departments/institute and support units under OVPAA	No. of documents received from different colleges, departments, institute and support units under OVPAA checked/reviewed/counter signed for appropriate action by the OIC or VP for Academic Affairs	Checked/reviewed/countersigned documents received such as DTRs, leave applications, clearances, travel claims, OIC designations including documents for appropriate action by the OIC or VP for Academic Affairs	3000	3500	5	5	5	5.00					
OVPAA operations and services	No. of OVPAA documents prepared and processed	Prepared/processed claims/payments incurred by the OVPAA staff; and procurement of supplies & materials	30	30	5	5	4	4.67					
	No. of transaction processed as petty cash custodian of the OVPAA	Purchased petty supplies urgently needed and prepared replenishment	20	25	5	5	5	5.00					
OVPI MFO 2: Efficient Customer-Friendly Assistance Services													
PI 1: Liaising services	No. of forwarded/followed-up documents to/from VSU main and component campuses	Liaised documents between VSU main and its component campuses	200	235	5	5	5	5.00					
Customer Assistance Services	No. of Certificate of Appearance issued to clients/visitors	Issued Certificate of Appearance to clients/visitors	50	53	5	5	5	5.00					
			TOTAL OVERALL RATING			85.00	85.00	84.00	84.67				
			AVERAGE RATING			5.00	5.00	4.94	4.95				
			FINAL RATING			4.95							
			ADJECTIVAL RATING										
			Comments & Recommendations for Development Purposes:										
			<i>work on the completion of digitization of records & files</i>										
Evaluated and Rated by:			APPROVED										
Date: <u>7/6/21</u>			Date: <u>7/6/21</u>										
BEATRIZ S. BELONIAS Office Head			BEATRIZ S. BELONIAS Vice President for Academic Affairs										



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

Name of Staff: **ERLINDA S. VALENZONA**

POSITION : **Admin Assistant 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	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				
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	58				
Average Score	4.80				

Overall recommendation : _____

pcy1
BEATRIZ S. BELONIAS
 Head of Office

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : OVPA
 HEAD OF OFFICE : BEATRIZ S. BELONIAS
 NAME OF PERSONNEL : ERLINDA S. VALENZONA

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

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Pls. specify)	
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>				One-on-one monitoring whenever necessary	
<u>Coaching</u>				One-on-one coaching as needed	

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 : ERLINDA S. VALENZONA
PERFORMANCE RATING : _____

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

Proposed Interventions To Improve Performance

Date : January 2021

Target Date: January-June 2021

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

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

Date : January 2021

Target Date: January-June 2021

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

Outcome : No errors, knowledgeable and articulate in answering queries, consistent and accurate in reviewing documents, and avoid delay and time-saving

Final Step/

Recommendation: Participate in short term training & 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:


ERLINDA S. VALENZONA
Administrative Assistant II