



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : HAZELLE V. ASALDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5.00	x 70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			5.00

TOTAL NUMERICAL RATING : 5.00
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 5.00

ADJECTIVAL RATING : Outstanding

Prepared by:


ANTONIETA CORAZON D. ISRAEL
Admin Aide IV

Reviewed by:


PROSE IVY G. YEPES
President

Approved:


PROSE IVY G. YEPES
President



VISAYAS
STATE UNIVERSITY

OFFICE OF THE BOARD SECRETARY

2/F Administration Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
Phone: +63 53 565-0600 Local 1001
Email: secretary@vsu.edu.ph
Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, HAZELLE V. ASALDO, Head of the BOR & UNIVERSITY SECRETARY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period May to June 2024.
Nov 2024

[Signature]
HAZELLE V. ASALDO
BOR & University Secretary
12/6/24

Approved:

[Signature]
PROSE IVY G. YEPES
President
12/18/24

Appointment Status	Appoitment / Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Aide IV	1
Total		2

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	Facilitating Board of Regents Meetings	2 meetings	2 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	Prepared Minutes of BOR Meetings	20 pages	36 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	Prepared Board Resolutions	25 BOR Resolutions	44 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	Prepared BOR Matrix of Actions	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI5 Number of Excerpts of BOR Minutes of Meetings Prepared	Prepared Excerpts of BOR Minutes of Meetings	10 Excerpts	10 Excerpts	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	Prepared Board Referenda	1 Request	1 Request	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	TASKED ASSIGNED	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	Facilitating UADCO & UAC Meetings	1 Meeting	1 Meeting	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	Prepared Minutes of UADCO/UAC meetings	20 pages	24 pages	5	5	5	5.00	
	PI6 Number of special/ADHOC Committee Meetings attended	Special meetings attended	2 meetings	2 meetings	5	5	5	5.00	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	Approved/signed documents	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Response to NCs and CARs issuances: Percentage of NCs received and acted		0% Target	0%	-	-	-	-	
	Percentage of CARs received and acted		0% Target	0%	-	-	-	-	
	Total Over-all Rating					50	50	50	50.00

Average Rating (Total Over-all rating divided by 10)		5.00	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality		-	
Approved Additional points (with copy of approval)		-	
FINAL RATING		5.00	
ADJECTIVAL RATING		Outstanding	

Evaluated & Rated by:

PROSE IVY G. YEPES

Head of Unit

Date: 12-18-24

Approved by:

PROSE IVY G. YEPES

President

Date: 12-18-24

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



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	Number of BOR Meetings facilitated	HV Asaldo AD Israel	January - June 2024			✓	✓	
	Number of Pages of Completed BOR Minutes of Meetings	HV Asaldo	May - June 2024			✓	✓	
	Number of BOR Full Blown Resolutions Prepared	HV Asaldo	May - June 2024	✓	✓	✓	✓	
	Number of BOR Matrix of Actions Prepared	HV Asaldo	May - June 2024			✓	✓	
	Number of Excerpts of BOR Minutes of Meetings Prepared	HV Asaldo	May - June 2024	✓	✓	✓	✓	
	Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	January - June 2024	✓	✓	✓	✓	
	Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	HV Asaldo	May - June 2024	✓	✓	✓	✓	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	HV Asaldo AD Israel	January - June 2024	✓		✓	✓	
	Number of pages of Completed UADCO & UAC Minutes of Meetings	HV Asaldo	May - June 2024	✓	✓	✓	✓	
	Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	AD Israel	January - June 2024	✓	✓	✓	✓	

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
	Number of Referendum Materials prepared for University Academic Council Action	AD Israel	January - June 2024		✓		✓	
	Number of special /ADHOC Committee Meetings attended	HV Asaldo	May - June 2024		✓			
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	Number of Requests Received	AD Israel	January - June 2024	✓	✓	✓	✓	
	Number of Requested Documents Released	AD Israel	January - June 2024	✓	✓	✓	✓	
	Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	January - June 2024	✓	✓	✓	✓	
	Number of Vouchers for BOR PER DIEMs Prepared	AD Israel	January - June 2024	✓	✓			
	Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	HV Asaldo AD Israel	January - June 2024	✓	✓	✓	✓	
	Number of ISO related documents prepared/complied	HV Asaldo AD Israel	January - June 2024		✓			

Prepared by:


HAZELLE V. ASALDO
BOR & University Secretary

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : HAZELLE V. ASALDO
Performance Rating : _____

Aim: Find ways to speed up finalization of minutes and report.

Proposed Interventions to Improve Performance:

Date: May 2, 2024 Target Date: June 15, 2024

First Step : Analyze flow (process) of the report preparation.

Result : Factors leading to delay identified.

Date: May 20, 2024 Target Date: June 24, 2024

Next Step : Identify and institute measures to correct the factors leading to delay in preparation of report.

Outcome : Report preparation time is shortened.

Final Step/Recommendation:

Find and test more ways to further shorten report preparation.

Prepared by:


PROSE IVY G. YEPES
President

Conforme:


HAZELLE V. ASALDO
BOR & University Secretary



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : May – June 2024

Name of Staff : HAZELLE V. ASALDO Position: Board Secretary V


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		5.0			
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		5.0			
Average Score		5.0			

Overall recommendation : _____


PROSE IVY G. YEPES
 President