



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Maria Lilia P. Vega

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING: 4.79


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MARIA LILIA P. VEGA**  
Name of Staff

Reviewed by:

  
**EDITHA G. CAGASAN**  
Department/Office Head


Approved:

  
**EDGARDO E. TULIN**  
VSU President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Lilia P. Vega of the Office of the Director for Quality Assurance commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period March to June, 2022.

  
MARIA LILIA P. VEGA  
Ratee

  
EDITHA G. CAGASAN  
Head of Unit

Date: \_\_\_\_\_

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2021	Actual Accomplishments		Rating				Remarks
				Actual	%	σ	ω	τ	Δ	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified	Number of ISO / IA Minutes documented, transcribed and submitted	1	2	200 %	4	5	5	4.66	
	QAC PI 4. Administrative Service									
		Number of OP Memo drafted	5	16	320 %	4	5	5	4.66	
		Number of Notice of Meeting drafted	5	16	320 %	4	5	5	4.66	
		Number of AACCUP Job order personnel supervised	10	33	330 %	5	5	5	5	
		Number of Communications, Letter Request, Group chats created and related	5	14	280 %	4	5	4	4.33	
		Number of online accreditation related trainings/workshops/coordination meetings organized/facilitated/attended	20	55	275 %	5	5	5	5	
		Number of programs from Component Colleges assisted	2	5	250 %	5	4	5	4.66	
		Number of	5	9	180 %	5	5	5	5	

		meetings/seminars participated								
		Number of accreditation related coordination to AACUP	20	53	265 %	5	5	5	5	
	<b>QAC PI 5. Support to Operations</b>									
		Number of Google drives for supporting documents monitored and updated	15	45	300 %	5	5	5	5	
	<b>QAC PI 6. Efficient customer friendly assistance</b>	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	5	5	5	5	
<b>Total Overall Rating</b>						<b>51</b>	<b>54</b>	<b>54</b>	<b>53</b>	
<b>Average Rating</b>						<b>4.8</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

<b>Average Rating (Total Over-all rating divided by 4)</b>		
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>	<b>4.8</b>	
<b>ADJECTIVAL RATING</b>	<b>Outstanding</b>	


**Comments & Recommendations for Development Purpose:**


*He is very supportive of VSU's quality assurance activities. He works overtime without complaining to beat deadlines. Keep up the good work.*

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**EDITHA G. CAGASAN**  
 Director, Quality Assurance  
 Date:

  
**EDITHA G. CAGASAN**  
 Director, Quality Assurance  
 Date:

  
**EDGARDO E. TULIN**  
 VSU President  
 Date:

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
				1st Week	2nd Week	3rd Week	4th Week	
<b>UMFO 5 Support to Operations</b>								
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>								
QAC PI 1. Number of degree programs which passed accreditation/ evaluation	Coordinate the scheduling, preparation and implementation of AACUP accreditation activities	EGCagasan/ MLPVega/ RAValenzona	July-Nov 2022	x	x	x	x	
<b>QAC PI 2. ISO:9001-2015 Certified</b>								
Number of internal quality audits coordinated	Coordinate the scheduling, preparation and implementation of Internal Quality Audit	QMR/QA Director/ other ODQA staff	July-Nov 2022	x	x	x	x	
Number of management reviews coordinated/ conducted	Coordinate the scheduling, preparation of the Management review	QMR/QA Director/ other ODQA staff	July-Dec 2022	x	x	x	x	
No. of ISO-related trainings/workshops/ meetings coordinated/ facilitated	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RValenzona	July-Dec 2022	x	x	x	x	
Number of processes/procedures monitored during the roll out/implementation	Monitors the implemented internal documented information	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RValenzona	July-Dec 2022	x	x	x	x	
Number of documented procedures and forms revised and cascaded	Cascades the revised PM, QM, FM, and templates	EGC/QMR/Lead Auditor/GN Tan/PPOrano/ RValenzona	July-Dec 2022	x	x	x	x	
Percentage of programmed ISO-related activities implemented within the targeted timeline	Implements ISO related Activities	EGC/QMR/PPOrano/ RValenzona	July-Dec 2022	x	x	x	x	
Number of manuals reproduced and disseminated	Photocopied Quality Manuals	PPOrano/ RAValenzona	July-Dec 2022	x	x	x	x	
Number of Supporting Documents scanned (ISO, AACUP)	Scanned documents	PPOrano/ RAValenzona	July-Dec 2021	x	x	x	x	
<b>QAC PI 5. Support to Operations</b>								

Number of meetings/workshops/trainings facilitated (AACCUP, ISO, etc)	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/workshops/ meetings	EGCagasan/ MLPVega/ PPOrano/ RAValenzona/ other ODQA Staff	July-Dec 2022	x	x	x	x	
<b>QAC PI 6. Efficient customer friendly assistance</b>								
Efficient and customer-friendly frontline service for ODQA	Provide efficient and customer friendly frontline services to ODQA	PPOrano/ RAValenzona/ Cristian Jayme/ Maria Lilia Vega	Zero complaint from clients	x	x	x	x	

Prepared by:

  
**EDITHA G. CAGASAN**  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Office of the Director for Quality Assurance

Head of Office: Editha G. Cagasan

Number of Personnel: MARIA LILIA P. VEGA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of communication such as draft OP Memo, Notice of Meeting, Minutes of Meeting, creating group chats for the taskforces, transcription of recorded documents after the conduct of meetings related accreditation, ISO and Management Review.	X				
Assisting in the facilitation and coordination during online accreditation	X	X			
Assisted in the coordination's related accreditation to external AACCUP accreditors	X	X			

Constant monitoring of the Programs and IAs Shared Drives supporting document, PPP, NP, Compliance Report and Best Practices	X				
<b>Coaching</b>					
Conducting a once a week meetings for the AACCUP Jobs Order personnel for the collection of supporting documents and problems met both virtual and face to face.	X	X			
Providing assistance to Program Incharge and Taskforce members in the needed supporting documents to address benchmark statements.	X	X			
Supervising the AACCUP Job Order personnel in their outputs.	X	X			

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

Conducted by:



**EDITHA G. CAGASAN**  
Immediate Supervisor

Noted by:



**EDGARDO E. TULIN**  
Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: March 21, 2022 – Dec. 30, 2022

Name of Staff: MARIA LILIA P. VEGA

Position: ADMIN AIDE III (Casual)

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						81				
Average Score						4.76				

Overall recommendation : Very good in coordinating ; keep up the good work

*Editha G. Cagasan*

EDITHA G. CAGASAN  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA LILIA P. VEGA

Performance Rating: \_\_\_\_\_

Aim: Enhanced knowledge and skill on document management and facilitation skills

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: July 2022

First Step: Identify training needs through discussion with Immediate Supervisor to improve the knowledge pertaining to the task assigned and other quality assurance activities.

Participate trainings relevant to the tasks assigned in the quality assurance office.

Result: Empowered and efficient performance through the learnings attained from the trainings.

Improvement in the process of facilitating meetings / workshops.

Date: September 2022

Target Date: September 2022

Next Step: Participate trainings relevant to the tasks assigned in the quality assurance office such as training/seminar related to ISO standards and quality management

Involve her in the conduct of meetings by encouraging her to perform the task.

Outcome: Increase efficiency and effectiveness as frontliner and dDRC.

Improve competence related to quality assurance and quality management

Final Step/Recommendation:

Continue capability enhancement through mentoring/coaching and sending her to trainings and seminars.

Prepared by:



**EDITHA G. CAGASAN**  
Unit Head

Conforme:



**MARIA LILIA P. VEGA**  
Name of Ratee Faculty/Staff