

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BARTOLINI, Manuel C.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.808	70%	3.366
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	3.750	30%	1.125
TOTAL NUMERICAL RATING			4.491

TOTAL NUMERICAL RATING: 4.491


Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.491


FINAL NUMERICAL RATING 4.491

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


MANUEL C. BARTOLINI
Name of Staff

Reviewed by:


MA. EPIFANIA G. TUdTUD
University Registrar

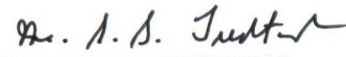
Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Manuel C. Bartolini, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1, 2019 to June 30, 2019:


MANUEL C. BARTOLINI
 Ratee

Approved: 
MA. EPIFANIA G. TUdTUD
 University Registrar

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual	Rating				Remarks
				Accomplishment	Q ₁	E ₂	T ₃	A ₄	
	No. of students permanent records updated	1. Updates students permanent record of assigned courses	1,000	1,253	5	4	5	4.67	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	1,000	1,253	5	4	5	4.67	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	110	148	5	4	5	4.67	
	No. of list prepared and consolidated	4. Prepare list and consolidate candidates for graduation and furnish copies to the dept., college deans and OUS.	4	8	5	4	5	4.67	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	110	148	5	5	5	5.00	
	No. of clearances of graduating students processed	6. Processing clearances of graduating students	110	148	5	5	5	5.00	
	No. of transcript of records prepared and issued	7. Preparation of transcript of records	505	692	5	5	5	5.00	
	No. of transfer credential prepared (TC & OTOR)	8. Preparation of transfer credential (TC & OTOR)	60 & 150	80 & 220	5	5	5	5.00	
	No. of TOR complied	9. Complies school requests of TOR of students transferred to other school for employment, Board/Licensure Examination	150	240	5	4	4	4.33	

MO & BAPs	Success Indicator	Tasks assigned	TARGET	Actual	Rating				Remarks
				Accomplishment	Q ₁	E ₂	T ₃	A ₄	
	No. of certification prepared	10. Preparation of certification	110	141	5	5	5	5.00	
	No. of CAV prepared	11. Prepares CAV of VSU graduates	5	10	5	5	5	5.00	
	No. of checklist prepared and issued	12. Prepares and issues checklist with grades to students	105	146	5	5	5	5.00	
	No. of enrolment forms prepared	13. Prepares enrolment forms	1,000	1,253	5	4	5	4.67	
	No. of enrolment forms issued	14. Issuance of enrolment forms to the students with deficiencies during registration	1,000	1,253	5	4	5	4.67	
	No. of enrolment forms validated	15. Checking and validation of enrolment forms	1,000	1,253	5	4	5	4.67	
	No. of permanent records prepared	16. Prepares permanent records of new students	190	203	5	4	5	4.67	
	No. of enrolment forms filed in the permanent records	17. Files in the permanent records the enrolment forms	1,000	1,253	5	4	5	4.67	
	No. of applications for adding, changing & dropping of subjects processed	18. Process applications for adding, changing & dropping of subjects	60	70	5	5	5	5.00	
	No. of application recorded & filed	19. Record and file the approved applications for dropping/changing adding/ withdrawal of subjects	60	70	5	4	5	4.67	
	No. of requests / follow-up of Form 137-A, TOR and other related credentials	20. Requests / follow-up of Form 137-A, TOR and other related credentials	55	60	5	4	5	4.67	
	No. of student records evaluated	21. Student record evaluation	1,000	1,253	5	4	5	4.67	

MSO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
	No. of permanent records of graduating and other students re-evaluated	22. Re-evaluate permanent records of graduating and other attending students	1,000	1,253	5	5	5	5.00	
	No. of identification card processed	23. Take pictures and process identification card of faculty, staff and students	810	865	5	5	5	5.00	
	No. of hours spent in the preparation of enrolment venue	24. Assists in the preparation of enrolment venue	190	203	5	5	5	5.00	
	No. of credentials checked and enrolment forms issued	25. Assists in checking credentials and issue enrolment forms to new freshmen	1,000	1,253	5	5	5	5.00	
	No. of Registrar's seminars attend on that are related to the nature of thier duties & responsibilities	26. Attend seminars on that are related to the nature of their duties & responsibilities	2	5	5	4	5	4.67	
					5	4.462	4.962	4.808	
Average Rating (Total Over-all Rating divided by 4)									
Additional Points:									
Punctually									
Approved Additional points (with copy of approval)									
FINAL RATING					4.808				
ADJECTIVAL RATING					Outstanding				
					Comments & Recommendations for Development Purpose: <i>Punctuality should be improved & attend seminars on records management.</i>				

Evaluated & Rated by:

MA. EPIFANIA G. TUdTUD
MA. EPIFANIA G. TUdTUD
Dept/Unit Head

Date _____

1 - Quality 2 - Efficiency

Recommending Approval:

Dean/Director

Date _____

3 - Timeliness 4 - Average

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
Vice President for Instruction

Date _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2019Name of Staff: MANUEL C. BARTOLINI Position: ADMIN. 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 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 faculty fails to meet job requirements

PART 1

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to clients' 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 the 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					45

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					3.75

Overall recommendation: Manuel should come to work on-time and be more patient when dealing with clients.

Ma. E. S. Tudtud
MA. EPIFANIA G. TUDTUD
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BARTOLINI, Manuel C.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: To improve the stress managment and personal effectiveness of Mr. Bartolini.

Proposed Interventions to Improve Performance:

First Step: Mr Bartolini will be recommended to attend the Stress Management Training and the Personal Effectiveness Training sponsored by the Personnel Officers Association of the Philippines.

Date: _____ Target Date: March 30, 2020

Result:

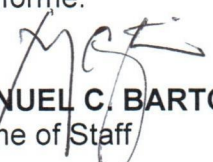
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: Mr. Bartolini is recommended to attend the above named trainings.

Prepared by: 
MA. EPIFANIA G. TUdTUD
Unit Head

Conforme: 
MANUEL C. BARTOLINI
Name of Staff