

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(July - December 2018)

Name of Administrative Staff: Rhea Jenny A. Ogalesco

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.28	30%	1.28
TOTAL NUMERICAL RATING			4.58

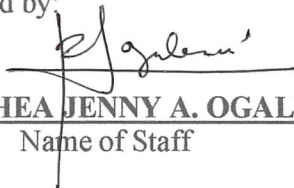
TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**RHEA JENNY A. OGALESCO**  
Name of Staff


Reviewed by:

  
**ANABELLA B. TULIN**  
Department/Office Head

Recommending Approval:

  
**ANABELLA B. TULIN**  
Dean/Director

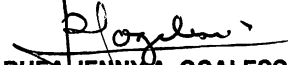
Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **RHEA JENNY A. OGALESCO**, of the **OFFICE OF THE GRADUATE SCHOOL** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

  
**RHEA JENNY A. OGALESCO**  
Ratee

Approved:   
**ANABELLA B. TULIN**  
Head of Unit

MFO No.	MFO Description	Success Indicators (SI)	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Ave	
UMFO 1. Advance Education Services										
ODGS MFO 1. Graduate Degree Program Management Services										
	PI 1. No. of Graduate School publications released/published and distributed	1.	Produced & published the GradNewsLine Vol. 6, No. 1 (January-June 2018 issue)	100 copies	150 copies	5	5	4	5.00	
		2.	Produced & published the Graduate Degree Offering Brochures	50 copies	60 copies	5	5	5	5.00	
		3.	Updated & produced Information Bulletin 2018	50 copies	50 copies	5	4	5	4.67	
	PI2. Number of news articles prepared and submitted on-time	1.	Written and submitted news articles related to OGS activities, programs, graduate staff and students for Facebook posting and GradNewsLine Vol. 6, No.1 (Jan-June 2018 issue)	10 articles	14 articles	5	5	5	5.00	
	PI3. Number of articles gathered and facilitated for the Science & Humanities Journal 2017	1.	Coordinated with the S&H Journal Editor-in-Chief and members editorial board and gather possible articles for inclusion in the 2017 issue and submit to the identified reviewers for review	6 articles	6 articles	4	4	4	4.00	
	PI4. Number of certificates (Certificate of Candidacy & Certificate of Recognition) , tarpaulins, programs, and other IEC materials produced for GS purposes	1.	Conceptualized, laid-out and produced certificates, tarpaulins, programs, and other IEC materials	50	60	5	5	5	5.00	

<b>UMFO 4. Extension Services</b>									
	PI1. Number of extension activities assisted/conducted	1. Facilitated and documented meetings and other activities by the Graduate School	3	5	5	4	5	5.00	
<b>UMFO 6. General Administration and Support Services (GASS)</b>									
<b>ODGS MFO 1. Administrative and Facilitative Services</b>									
	PI1. Number of times assisted/facilitated Graduate Students and Staff	1. Assisted during the enrollment of graduate students	20	30	5	4	5	4.67	
		2. Facilitated prospective students and graduate students queries and requests for GS forms and etc.	20	30	5	5	5	5.00	
		3. Assisted other Graduate School staff with their word processing and computer/technical problems	20	40	5	5	5	5.00	
	PI2. Number of responded queries (from email and Facebook group) and requests of documents received, and acted on time	1. Responded to queries and provide necessary/requested information and documents to students, faculty and other clients	50	87	5	4	4	4.33	
	PI3. Number of announcements and updates posted in Graduate School Facebook page	1. Posted important announcement and reminders and manage the Graduate School FB Page	30	45	5	4	5	4.67	
	PI4. Number of OGS Communication drafted and circulated on time	1. Prepared office communication to be signed by the Dean of Graduate School	6	15	4	4	5	4.33	
	PI5. Number of graduate manuscripts edited in accordance to BOR no. 40, ser. 2014	1. Reviewed and edited the format and style of graduate manuscripts	10	15	5	4	5	4.67	
<b>Other tasked performed as requested</b>	PI7. Number of requests from other units and/or university requests acted on-time	1. Served upon request as facilitator on students' evaluation for the VSU faculties per OVPI's request	Upon request	1	5	4	4	4.33	
<b>ODGS MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer friendly frontline service	1. Served clients with courtesy and friendly service	Zero percent complaint from client served	0	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>75.33</b>	

Average Rating (Total Over-all rating divided by 16)		75.33 / 16
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.71
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:  
Make constant follow-up to reviewers and authors of the S&H Journal

Evaluated and Rated by:

  
ANABELLA B. TULIN, Ph.D  
Dean, Graduate School

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

Recommending Approval:

  
ANABELLA B. TULIN, Ph.D  
Dean, Graduate School

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

Approved by:

  
BEATRIZ S. BELONIAS, Ph.D  
Vice President for Instruction

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

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: Rhea Jenny Ogalesco

Position: Education Research Assistant I

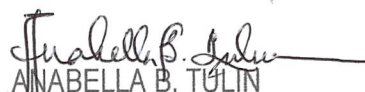
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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		51/12 = 4.25				

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		72/12				
Average Score		4.24				

Overall recommendation : \_\_\_\_\_

  
 ANABELLA B. TULIN  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RHEA JENNY A. OGALESCO

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

Aim: Hasten the publication of the Science and Humanities Journal 2017 issue

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: October 2018

First Step:

Facilitate the in and out communication of the journal and do constant follow-up for each

Result:

All articles for inclusion in the S&H Journal were already forwarded to reviewers and are now simultaneously reviewed and revised.

Date: November 2018

Target Date: December 2018

Next Step:

Constant follow-up from the reviewers and authors through personal communication, email and IP messenger.

Outcome:

Two articles were approved and have been laid-out already for publication.

Final Step/Recommendation:

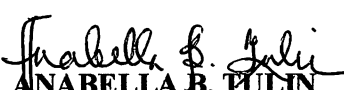
Continuous follow-up and monitoring on the status of remaining articles.

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Conforme:

  
RHEA JENNY A. OGALESCO  
Name of Ratee Faculty/Staff

Prepared by:

  
ANABELLA B. PULIN  
Unit Head