

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: TONI MARC L. DARGANTES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	4.52 x 70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51

Add: Additional Approved Points, if any:

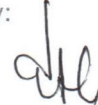
TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Outstanding


Prepared by:


TONI MARC L. DARGANTES
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairperson, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Online Programs Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2016.


TONI MARC L. DARGANTES
 Ratee

Approved:


EDITHA G. CAGASAN
 Head of Unit

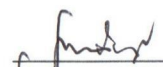
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Online Services (updates for the VSU e-learning website)	Number of Courses Created and maintained	Added and maintained online courses offered	5	12	4	5	5	4.67	Created 1 courses , maintained 11
	Number of Categories Created and Maintained	Added and maintained Categories for each of the courses	12	14	4	4	4	4.00	Created 1 categories, maintained 13
	Number of topics\resources Created	Added topics and built up web contents for each topics	4	6	5	5	4	4.67	Created 6 topics/resources on the moodle server
	Number of images edited and uploaded	Added images to the web contents of the topics	5	10	4	5	5	4.67	Edited 10 images
	Number of user accounts created/maintained	Created user accounts for students and teachers	20	27	4	4	5	4.33	Maintained 27 user accounts
Technical Services	Number of videos taken for Instructional Materials and VSU activities	Took video footage for VSU Activities	2	4	4	5	5	4.67	Took video footages for AACCUP Accreditation, VSU Graduation, Investiture, Organic Agri. Conference
	Number of ICT Equipment Maintained/Repaired	Maintained/Repaired ICT equipment of OPO	6	12	4	5	5	4.67	Repair 3 laptops and 4 printers, install 4 new PC, Install server PC,
	Number for Website Created/maintained	Created/maintained Website for VSU and other projects	2	4	4	5	4	4.33	OU facebook page, VSU website, VSU email, ACIAR DDCA Project

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative support services	Number of ICT equipment specifications / awards submitted	Made Specifications for ICT equipment for OPO	3	12	4	5	5	4.67	8 Specification, awarded 4
Total Over-all Rating								40.67	

Average Rating (Total Over-all rating divided by 9)	4.52
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.52
ADJECTIVAL RATING	<i>Outstanding</i>


Comments & Recommendations for Development Purpose

Received by:


Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN, Ph.D.
President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2016


Name of Staff: TONI MARC L. DARGANTESPosition: Administrative 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		54				
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						
Average Score		4.5				

Overall recommendation :


EDITHA G. CAGASAN
 Name of Head