



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JESUS FREDDY M. BALDOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JESUS FREDDY M. BALDOS
Name of Staff

Reviewed by:


RAYMUND M. IGCASAMA
Department/Office Head

Approved:


ALELI A. VILLOCINO
VP, OVPSAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JESUS FREDDY M. BALDOS**, of the **Admissions Office** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2024**.


JESUS FREDDY M. BALDOS
 Ratee


 Approved: **RAYMUND M. IGCASAMA**
 Head of Unit

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD-CLASS EDUCATION										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPSAS STO 1: ISO 9001:2015 Aligned Documents									
	Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of admissions requirements and enrolled	Checks admission requirements and issues admission certificate	1,000	1,500	5	5	5	5.00	Out of 2,575 qualifiers in the main campus who pre-enrolled, I was able to evaluate and issued admission certificate to some 1,500 freshman and transferee students based on admission and enrollment requirements.

OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served and rated the services received at least very satisfactory or higher				5	5	4	4.67	Note: To get the final rating from QAC who analyzed all customer feedback
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises admission procedure and guidelines in the new normal for AY 2022-2023	2	3 (150%)	5	5	5	5.00	Revised Certificate of Admission, Application Form, and Promissory Note
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implements admission process based on approved quality procedure	Zero non-conformity	Zero non-conformity	5	5	5	5	
	PI.4 Percentage of ISO evidences compliant with existing online admission of undergraduate students in the New Normal Quality Procedures kept intact and readily available to auditor/s		zero non-conformity	Zero non-conformity	5	5	5	5	

UMFO 6. General Admin. & Support Services (GASS)

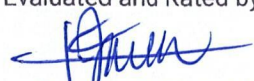
	PI 2. Zero percent complaint from clients served	A 46. Customerly-friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	zero complaint	5	5	4	4.667	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	3	5	5	5	5	Conducted Information Drives to Senior High Schools in Cebu and Palo

A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
OVPSAS GASS 1: Administrative and Support Services Management									
OVPSAS GASS 1: Administrative and Support Services									
	PI 3. Preparation of communications and other documents	Prepares communication materials for the conduct of information drives to various school heads and division superintendents, and others	4	4	4	5	5	4.667	Communication letters prepared and sent to the intended persons
	PI 6: Efficient and customer friendly assistance	Zero percent complaints from clients served	No complaints		5	5	5	5	
	PI 8. Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	Number of meetings/seminars/trainings/workshop/orientation and conferences	3	20	5	5	5	5	
	PI. 12 Number of administrative services and financial/administrative documents acted within time frame	Prepares/signs/endorses financial/administrative documents	2	5	5	5	5	5	
	PI 14. No. of council/board/committee assignments served/functions performed	Serves university assigned committees	2	8	5	5	4	4.667	QS Star Assessment Application, THE Ranking, VASC, Risk Mgt. Committee, CAC Anniversary committees, etc

Efficient and customer-friendly frontline service	Number of clients & visitors served	Entertains inquiries from clients and visitors	15	40	5	5	5	5.00	
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	4	20	5	5	5	5.00	
	Number of emails, Facebook messages, telephone calls, and cellphone calls/texts answered and replied	Email, answer and replies thru Facebook messages, telephone calls, cellphone calls/texts from extramural students							
Additional Functions	PI 1. Attendance to meetings as member of the VSU Culture and the Arts Center	Number of meetings/seminars/trainings/workshop/orientation and conferences	8	20	5	5	4	4.67	University-created committees (CAC, GS Council, DRM, Annivesary, AdPA, VASC)
	PI 2. Number of rehearsals conducted as Choir Director of the VSU-CE	Conducts choir rehearsal being the choir director of the VSU Choral Ensemble	100	50	5	5	5	5.00	
	PI 3. Number of choir performances	Number of choir performances in seminars and conferences	10	30	5	5	5	5.00	
	PI 4. Attendance to meetings as member of the VSU Administrative Scholarship Committee	Number of meetings/seminars/trainings/workshop/orientation and conferences	4	20	5	5	5	5.00	University-created committees (CAC, GS Council, DRM, Annivesary, AdPA, VASC)
	PI 5. Number of Referenda signed	Number of referendums signed	10	20	5	5	5	5.00	University-created committees (AdPA, VASC)
	PI. 6. Attendance to meetings and workshops as Deputy Risk Manager	Number of meetings/seminars/trainings/workshop/orientation and conferences	5	20	5	5	5	5.00	University-created committees (CAC, GS Council, DRM, Annivesary, AdPA, VASC)

	PI 7. Number of documents prepared, reviewed, signed and released on time	To prepare letter requests and review, sign and release office documents on time	15	15	5	5	5	5.00	Documents related to office work, CAC, etc
Innovation and Best Practices Management	Linkage with the Cebu City LGU and other schools in Cebu and Leyte	Develops linkages with senior high schools and the Cebu City LGU for scholarship	3	5	5	5	5	5.00	
Total Over-all Rating								108.33	
Average Rating (Total Over-all rating divided by 22)				4.92					Comments & Recommendations for Development Purpose: He is willing to provide assistance to anyone in need.
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING				4.92					
ADJECTIVAL RATING				Outstanding					

Evaluated and Rated by:



RAYMUND M. IGCASAMA

Head, AdO

Recommending Approval:

Approved by:



ALELI A. VILLOCINO, PhD

VP for Student Affairs and Services

1 - quality 2 - efficiency 3 - timeliness 4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2 nd	
	3 rd	
	4 th	

Name of Office: Admissions Office

Head of Office: Raymund M. Igcasama


Name of Personnel: Jesus Freddy M. Baldos

Signature: _____


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Entertaining inquiries from clients and visitors	x				
Answering and relaying telephone calls for other staff	x				
Answering queries of parents and incoming new and transferee students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x	x			
Facilitating admission and enrollment of new and transferee undergraduate students	x	x			
Writing communication letters to various schools division superintendents in Cebu and in Leyte; and with the Cebu City LGU regarding the conduct of information drives and scholarship opportunities, respectively	x				
Coaching					
Answering queries of parents, new and transferee undergraduate students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x	x			

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

Conducted by:


RAYMUND M. IGCASAMA
 Head, AdO

Noted by:


ALELI A. VILLOCINO
 VP, OVPSAS

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	
UMFO I: World Class Education								
Knowledge Sharing								
PI 1. Efficient and effective Admission Services	1. Coordinates the delivery of effective and efficient admission services to the new and transferee undergraduate students	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
PI 3: Linkages forged and maintained	2. Sustains linkages with DepEd Senior High Schools and LGUs	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
Quality Assurance								
PI 1. Effective and efficient delivery of quality procedure	1. Ensures effective and efficient delivery of quality procedure	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
Support to Students								
PI 1. Efficient and effective conduct of VSU CAT	1. Ensures effective and efficient conduct of VSU CAT	AdO Head Administrative Officer V Staff	February-March 2024	x	x	x	x	
P2. Number of incoming students evaluated in terms of admissions requirements	2. Coordinates/facilitates evaluation of admissions requirements	AdO Head Administrative Officer V Staff	January 2024	x	x	x	x	
PI 3. Number of incoming students admitted and evaluated in terms of enrollment	3. Coordinates/facilitates enrollment of incoming students	AdO Head Administrative Officer V	June 2024 (on-going)	x	x	x	x	

requirements		Staff						
UMFO 2. General Administration and Support Services (GASS)								
OVPSAS STO 2. GASS								
PI 1. Percentage of Reports submitted on time to partner agencies/offices and other regulatory bodies	1. Prepares/reviews/ processes reports and other documents required by the administration and other regulatory bodies	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
PI 3. Percentage of clients served that rated the services rendered at least very satisfactory or higher	2. Monitors clients' ratings as to services received	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
PI 4. Percentage of administrative services and financial/ administrative documents acted within time frame	3. Monitors administrative services acted upon immediately	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
PI 5. No. of council/board/committee assignments served/functions performed	4. Serves as chair/member of working committees in various events in the university	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
PI 8. Number of quality procedures and forms revised/updated/registered at the Quality Assurance Center	5. Initiates revision of quality procedures as deemed necessary	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	
Frontline Services								
PI 1: Efficient and customer friendly frontline service	1. To provide efficient and customer-friendly frontline service	AdO Head Administrative Officer V Staff	January-June 2024	x	x	x	x	

Prepared by:



RAYMUND M. IGCASAMA
 Head, Admissions Office

Exhibit I

PERFORMANCE MONITORING FORM
January to June 2024

Name of Employee: **Jesus Freddy M. Baldos**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Checks admission requirements and issues admission certificate	1,000 clients served	June 2024 (on-going)	When there are new and transferee students seeking enrollment	June 2024 onwards	Very Impressive	Outstanding	1,500 clients served
2	Revises admission procedure and guidelines in the new normal for AY 2023-2024	procedures revised			As the need arises			Newly revised 3 forms (Certificate of Admission, Application Form, and Promissory Note)
3	Initiates/introduces improvements in performing functions resulting to best practice	1 information drive	February 2024	February 2024	February 2024	Very Impressive	Outstanding	3 information drive conducted
4	Prepares communication materials for the conduct of information drives to various school heads and division superintendents, and others	1	January 2024	January 2024	January 2024	Very Impressive	Outstanding	6 communication letters prepared and sent to the intended person


5	Number of meetings/seminars/trainings/workshop/orientation and conferences	3 meetings/seminars/trainings/workshop/orientation and conferences	January 2024	January 2024	January to June 2024	Very Impressive	Outstanding	20 meetings/seminars/trainings/workshop/orientation and conferences
6	Prepares/signs/endorses financial/administrative documents	2 documents	January 2024	Within January to June 2024	January to June 2024	Very Impressive	Outstanding	4 letters sent to the intended persons
7	Serves university assigned committees	2 committees assigned as member	January 2024	January to June 2024	January to June 2024	Very Impressive	Outstanding	8 committees assigned (QS Star Assessment Application, THE Ranking, VASC, Risk Mgt. Committee, CAC Anniversary committees, etc.)
8	Entertains inquiries from clients and visitors	15 clients/visitors	January 2024	January to June 2024	January to June 2024	Very Impressive	Outstanding	40 clients/visitors entertained
9	Answers telephone calls	4 calls answered	January 2024	When there are calls	Every time there are calls until June 2024	Impressive	Very Satisfactory	20 calls answered
10	Signs referendums	10 referendums signed	January 2024	Immediately after referendums are received	January to June 2024, immediately after referendums are received	Very Impressive	Outstanding	25 referendums signed
11	Attendance to meetings/seminars/trainings/workshop/orientation and	9 meetings/trainings/seminars/	January 2024	January to June 2024	January to June 2024	Very Impressive	Outstanding	20 meetings/trainings/seminars/

	conferences	workshops/ conferences						workshops/ conferences as deputy risk manager and member of the CAC
12	Conducts choir rehearsal being the choir director of the VSU Choral Ensemble	20 choir rehearsals	January 2024	January to June 2024	January to June 2024	Very Impressive	Outstanding	50 choir rehearsals
13	Number of choir performances in seminars and conferences	4 choir performances	January 2024	January to June 2024	January to June 2024	Very Impressive	Outstanding	30 choir performances
14	Prepares letter requests and review, sign and release office documents on time	5 official letters prepared	January 2024	As the need arises	January to June 2024	Impressive	Very Satisfactory	15 official letters prepared
15	Develops linkages with senior high schools and the Cebu City LGU for scholarship	3 linkages established	January 2024	January to June 2024	January to June 2024	Impressive	Very Satisfactory	5 linkages established with various senior high schools in Leyte and Cebu, and the LGU Cebu City

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


RAYMUND M. IGCASAMA
 Head, Admissions Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JESUS FREDDY M. BALDOS**

Performance Rating: **Outstanding**

Aim: To improve capability in managing the Admissions Office, to ensure that application for admission and the VSU CAT are in place, and to facilitate the preparation and distribution of results of the VSU CAT examination are distributed and published in the social media and other platforms.

Proposed Interventions to Improve Performance:

Date: **January 1, 2024**

Target Date: **June 30, 2024**

First Steps:

- Briefing on how to effectively manage the Admissions Office.
- Briefing about the process of preparing, reviewing, reproduction and distribution of necessary forms in the application for admission and in taking the VSU CAT.
- Briefing about the process of assisting students who are interested to pursue undergraduate education.
- Discussion about the things that need to be done for the VSU CAT and for the Admissions Office

Results:

- Effectively managed the Admissions Office resulted to increase of enrolment;
- Systematized the management and distribution of information materials to the intended clients;
- Improved content of the information materials and the test questions in the VSU CAT;
- On time or earlier release of VSU CAT results
- Continued updating of the test questions and prompt release of results for more qualifiers to enroll.

Date: **January 1, 2024**

Target Date: **June 30, 2024**

Next Step:

- Exposure how online admission application and VSU CAT are being administered; and benchmarking with other universities on how an Admissions Office is administered.

Outcome:

- Increased understanding and appreciation of the different quality procedure of the Admissions Office which would result to an increase of student interests in enrolling at VSU.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



RAYMUND M. IGCASAMA
Head, Admissions Office

Conforme:



JESUS FREDDY M. BALDOS
Administrative Officer V



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2024**

Name of Staff: **Jesus Freddy M. Baldos**

Position: **Administrative Officer 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	5	4	3	2	1

ADMISSIONS OFFICE

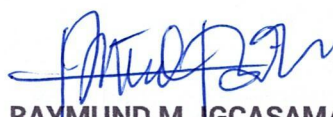
Visayas State University, Baybay City, Leyte, Philippines

Email: admission@vsu.edu.ph

Website: www.vsu.edu.ph

Telephone: +63535650600 local 1007

the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	58				
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	4.83				
Overall recommendation:					


RAYMUND M. IGCASAMA
 Head, AdO