



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Rating Period: July – December 2022

Name of Administrative Staff: **CONNEL D. ANTIPASO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


CONNEL D. ANTIPASO
Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

NA
Dean/Director

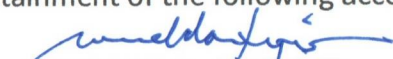
Approved:


BEATRIZ S. BELONIAS
Vice President


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CONNEL D. ANTIPASO**, of the Office of the Vice President for Academic Affairs commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2022.


CONNEL D. ANTIPASO
Education Program Specialist II

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

MFOs/ PAPs	Success Indicators	Tasks Assigned	Targ et	Actual Accom- plishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored	Facilitated in monitoring graduate degree specializations	28	28	4	5	5	4.67	
OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/assistantship	Facilitated required documents necessary for the scholarship/assistantship, action of VPI and submission of documents	18	20	5	5	5	5.00	
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated action of VPI of documents necessary for honors/distinction	20	1	4	5	5	4.67	No honors' program due to pandemic, only highest GPA
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 3: Number of existing curricula subjected to evaluation & compliant to CMO	Facilitated RQAT evaluation and followed up the issuance of COPC with CHEDRO8	–	2	5	5	5	5.00	BSN, BSCE, BSHM
	PI 4: Percentage increase in number of undergraduate students enrolled	Facilitated approval for the offering of unscheduled subjects and computing the amount required for payment	10	29	5	5	5	5.00	

	PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Facilitated meetings of Honors and Awards Committee to evaluate and determine graduating students with latin honors;	-	Latin honors were already in placed during this rating period					
		Facilitated preparation of medals for latin honors during the President's Tribute	40	395	5	5	5	5.00	
		Facilitated preparation of medals/cash incentives for DOST scholars	15	29	5	5	5	5.00	
		Facilitated preparation of medals/incentives for DA-Biotech scholars	2	4	5	5	5	5.00	
		Facilitated preparation of medals for Mayor's Academic Excellence Awardees	5	14	5	5	5	5.00	
		Facilitated the giving of cash incentives to Gawad Patnubay Awardees	1	4	5	5	5	5.00	
		Drafted commencement script for use by the President, VPAA, Alumni, Pledge of Loyalty and the host during the 2 commencement exercises	5	11	5	5	5	5.00	
		Facilitated preparation of invitation letters, medals and cash incentives to PRC licensure examination board placers	2	8	5	5	5	5.00	
	PI 6: Percentage passing of first time takers in licensure board examinations	Facilitated data of licensure board examination for 2 quarters as requirement of DBM in the submission of university's accomplishments;	45%	72.14%	5	5	5	5.00	
	PI 4: Percentage of graduates (2 years prior) who graduated within the prescribed period	Collected and summarized graduate tracer data for 3 rd and 4 th quarters needed for PMT perusal for submission to DBM and SUC PBB	45%	136.66%	5	5	5	5.00	
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitates, monitored and assisted	Attended requests of faculty pursuing PhD program	10	15	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs facilitates, monitored and assisted	Attended requests of faculty pursuing MS program	10	20	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs	Facilitated documents submitted by returning/graduated scholars	2	10	5	5	5	5.00	
	PI 2: Number of faculty granted with external scholarships	Attended requests of faculty on study leave	10	30	5	5	5	5.00	

	PI 3 Number of faculty granted with internal fellowship grants		5	15	5	5	5	5.00	
		Facilitated/Submitted DHEI Monitoring Status Report (with Annexes: Summary of Status of Study, Individual Certificates of Completion and Individual True Copy of Grades of scholars who have graduated from their degrees - 40) of CHED SGS-L Scholars	60	200	5	5	5	5.00	
	PI 5: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings/seminars/conferences/workshops	20	40	5	5	5	5.00	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired with at least master's degree	Facilitated APB representative in the teaching demo of hiring faculty	10	49	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 7. Distance Education Services									
	PI 2: Percentage of students enrolled and validated within scheduled regular registration period	Scheduled meetings/drafted memo for the smooth implementation of enrolment procedures	1	3	5	5	5	5.00	
OVPI MFO 9. Development Broadcasting & Communication Services									
UMFO 6. GASS									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Facilitated requests of the different colleges, departments, faculty and staff	30	44	5	5	5	5.00	
		Computed overload pay for 1 st Sem, 2021-2022 of 203 qualified faculty and 2 nd Sem, 2021-2022 of 123 qualified faculty	100	123	5	5	5	5.00	
		Initially prepared the 2 nd Sem, 2021-2022 workload data of 391 faculty for the computation of 2023 CDO	250	391	5	5	5	5.00	
	PI 2: Number of management meetings conducted	Assisted/Facilitated requests of the different committees of the university	3	5	5	5	5	5.00	
	PI 3: Number of documents acted	Facilitated incoming documents for action of the VPAA	1200	2500	5	5	5	5.00	

		Provided data for lacking documents of COST NORMS	6	12	5	5	5	5.00	
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Facilitated and monitors academic units to ensure customer-friendly front liners	10	10	4	5	5	4.67	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted immediately	0	0	5	5	5	5.00	
Best practices/new initiatives									
Coordinated number of participants of the Blazing Buckbeak for the 2022 University Christmas Party attendance					5	5	5	5.00	
Collected members' contribution and arranged with the Caterer					5	5	5	5.00	
Prepared meal tickets and Financial Report for the Blazing Buckbeak Christmas Party					5	5	5	5.00	
Total Over-all Rating									
Average Rating								4.97	
Average Rating (Total Over-all rating divided by 4)			4.97		Comments and Recommendations for Development Purpose: <i>keep up the good work!</i>				
Additional Points:									
Approved Additional points (with copy of approval)		XX							
FINAL RATING			4.97						
ADJECTIVAL RATING			OUTSTANDING						

Evaluated and Rated by:

BEATRIZ S. BELONIAS, Ph.D.

Unit Head

Approved by:

BEATRIZ S. BELONIAS, Ph.D.

Vice President for Academic Affairs

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2022

Name of Staff: CONNEL D. ANTIPASO Position: EPS 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		4.12				
B. Leadership & Management (For supervisors only to be rated by higher		Scale				

supervisor)						
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						

Overall recommendation : _____

BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office





PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPAA


Head of Office: DR. BEATRIZ S. BELONIAS

Number of Personnel: CONNEL D. ANTIPASO

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching					

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

Conducted by:


BEATRIZ S. BELONIAS
Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONNEL D. ANTIPASO

Performance Rating: _____

Aim: To efficiently assist the Vice President for Instruction in the implementation of the academic program of the university, provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: July - December 2022

First Step:

Assess the needs of the office in carrying out the academic programs of the university and determine the kind of services to be offered.

Result:

Suggest/Propose for possible solutions applicable to the situation.

Date: July 2022 Target Date: July - December 2022

Next Step:

Application of the proposed solutions in the delivery of services to the students, faculty, staff and/or other agencies outside of VSU.

Outcome:


Improved delivery of services among clientele in the day to day transactions in the office.

Final Step/Recommendation:

Participate in training/workshops to enhance the skills in the performance of functions needed in the delivery of services at OVPAA.

Prepared by:

Conforme:


CONNEL D. ANTIPASO
Educ. Prog. Spec. II


BEATRIZ S. BELONIAS
Unit Head