



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: RYAN JOHNSON B. VECINA (JANUARY-JUNE 2020)


| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.71 | 70% | 3.29 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.50 | 30% | 1.33 |
| TOTAL NUMERICAL RATING | | | 4.62 |

TOTAL NUMERICAL RATING:
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:
ADJECTIVAL RATING:

Prepared by:


RYAN JOHNSON B. VECINA
Name of Staff


Reviewed by:


EDGARDO E. TULIN
Department/Office Head

Recommending Approval:


DILBERTO O. FERRAREN
Immediate Supervisor

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RYAN JOHNSON B. VECINA of the Visayas State University, Manila 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 2020.

RYAN JOHNSON B. VECINA

Ratee


Approved:

EDGARDO E. TULIN

Head of Office


| Univ. MFO & PAP's | VMO MFO | Success Indicators | Task Assigned | Target January-June 2020 | Actual Accomplishment | Rating | | | | Remarks |
|---------------------------------------|------------|---|---|--------------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO 6: General Admin and Support Svcs | VMO MFO 1: | Zero complaints from clients | Clients serve effectively and efficiently | 90% zero complaint | 100% zero complaint | 5 | 5 | 4 | 4.67 | |
| | | Maintained cleanliness of the assigned vehicle for road worthiness | Road worthy vehicle | 1 vehicle | 1 vehicle | 5 | 5 | 4 | 4.67 | |
| | | No. of trip ticket completely served | Driving services | 41 | 41 | 5 | 5 | 4 | 4.67 | |
| | VMO MFO 2: | No. of messengerial services provided to VSU offices/officials not later than 2 days from receipt | Messengerial Service | 15 | 20 | 5 | 5 | 5 | 5 | |
| | VMO MFO 3: | Percentage of rooms cleaned and ready for occupancy within an hour after being vacated | Janitorial services | 15% | 30% | 5 | 4 | 4 | 4.33 | |
| | VMO MFO 4: | Number of requests for canvassing and purchasing supplies and materials | Canvassing and purchasing services | 5 | 10 | 5 | 5 | 4 | 4.67 | |
| | | Number of check payments/LDDAP, checks served to concerned suppliers and payees | Messengerial services | 2 | 8 | 5 | 5 | 5 | 5 | |
| | | Total Over-all Rating | | | | | | | 4.71 | |

| Univ. MFO & PAP's | VMO MFO | Success Indicators | Task Assigned | Target January- June 2020 | Actual Accomplishment | Rating | | | | Remarks |
|--|---------|--------------------|---------------|------------------------------|--------------------------|--|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Average Rating (Total Over-all rating) | | | | | | Comments & Recommendation for Development Purpose | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| Final Rating | | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | | |



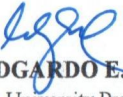
EDGARDO E. TULIN
Head, VMO
Date: _____

Recommending approval:



DILBERTO O. FERRAREN
VP for Resource Generation and External Affair

Approved by:



EDGARDO E. TULIN
University President
Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING FORM

Head of Office

Exhibit I

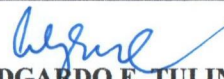
Name of Employee: **RYAN JOHNSON B. VECINA**

| 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 | Conducts and fetches the President from and to any point in Manila | Serves the president while on official travel to Manila | Various dated January-June 2020 | Within January to June 2020 | Within January to March 2020 | Very Impressive | Outstanding | Served the President |
| 2 | Maintains the vehicle assigned in VSU-Manila | Keeps the vehicle clean and in good running condition | Various dated January-June 2020 | Within January to June 2020 | Within January to June 2020 | Very Impressive | Outstanding | Vehicle is maintained and in good running condition |
| 3 | Assists in the maintenance of the cleanliness and orderliness of the surroundings of the building | Kept and maintained the cleanliness and orderliness of the surroundings of the building | Various dated January-June 2020 | Within January to June 2020 | Within January to March 2020 | Very Impressive | Outstanding | Surroundings kept clean always |
| 4 | Assists the VMO Staff in the procurement activities of VSU-MO | Purchased items/units transported to office. | Various dated January-June 2020 | Within January to June 2020 | Within January to June 2020 | Very Impressive | Outstanding | Supplies/materials transported to office . |
| 5 | Conducts and fetches the VMO Staff to and from home and office during the Lockdown period | Safely conducts the VMO Staff to and from office and home | Various dated May-June 2020 | Within May to June 2020 | Within May to June 2020 | Very Impressive | Outstanding | Driving services accomplished safely and timely. |

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

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

Prepared by:


EDGARDO E. TULIN
 Head of Office



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2020

Name of Staff: RYAN JOHNSON B. VECINA Position: Admin. Aide IV

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. | <u>5</u> | 4 | 3 | 2 | 1 |
| 2. | Makes self-available to clients even beyond official time | 5 | <u>4</u> | 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 | <u>5</u> | 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 | <u>4</u> | 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 | <u>4</u> | 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. | <u>5</u> | 4 | 3 | 2 | 1 |
| 7. | Keeps accurate records of her/his work which is easily retrievable when needed. | 5 | <u>4</u> | 3 | 2 | 1 |
| 8. | Suggests new ways to further improve her work and the services of the office to its clients | <u>5</u> | 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 | <u>5</u> | 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 | <u>4</u> | 3 | 2 | 1 |
| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | <u>5</u> | 4 | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | <u>4</u> | 3 | 2 | 1 |
| Total Score | | 53 | | | | |
| 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 | | 54/12 | | | | |
| Average Score | | 4.50 | | | | |

Overall recommendation :


EDGARDO E. TULIN
 Head, VMO

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office

Head of Office: EDGARDO E. TULIN


Name of Staff: RYAN JOHNSON B. VECINA

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


| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------|-----------|------|---|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| <u>Monitoring</u> 1. Cleaning and maintaining of the university vehicle in good running condition. | x | | | Reminded of the annual renewal of the vehicle registration. | |
| <u>Coaching</u> 1. To safely conduct/fetch guests and/or the President and other VSU officials to destination while in Manila on official travel. 2. To be respectful and courteous to guests and all government officials with official transactions with VSUMO. | x x | x | | Commitment on time and dedication to work must be in place. | |

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

Conducted by:


EDGARDO E. TULIN
 Head, VSUMO

Noted by:


DILBERTO O. FERRAREN
 VP, Resource Generation and External Affairs Office