VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT & REWARDS AND RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			**4.92**

TOTAL NUMERICAL RATING: _____4.92_____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____4.92_____

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARIA ROBERTA S. MIRAFLOR
Name of Staff

Approved:

REMBERTO A. PATINDOL
Vice President for Administration and   Finance

Vision: A globally competitive university for science, technology, and environmental conservation.
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ANNEX B

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Vice President for Administration & Finance (OVPAF)** 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 30, 2020.

MARIA ROBERTA S. MIRAFLOR
Ratee

LOURDES B. CANO
Director, ODAHRD

Recommending Approval:

REMBERTO A. PATINDOL
VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2020		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	**A1.** Office Related Tasks	Prepares documents for travel, reimbursements, liquidations, OIC letters and purchase requests	100%	100%	100%	5	5	5	5.00	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	100%	5	4	4	4.33	
		Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	100%	5	5	5	5.00	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on various university activities (ISO, PMT, SIAC other Committee membership)	100%	100%	100%	5	5	5	5.00	
PI 2. Involvement in major university committee	**A2.** Performance Management Team(PMT) Involvement as Secretariat	Prepares Notices of Meetings	3	2	150%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	3	2	150%	5	5	5	5.00	
		Prepares Minutes of Meetings	3	1	300%	5	4	4	4.33	
		Gather data and attachments for the univesity accomplishments by Major Final Outputs (MFOs)	100%	100%	100%	5	5	4	4.67	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO Secretariat	100%	100%	100%	5	5	5	5.00	
		Consolidates list of IPCR with outstanding rating forced ranked and the top 5% employees granted step increment based on merit for submission to PMT members	100%	100%	100%	5	5	5	5.00	
PI 3. Computer Management System Development & Maintenance	**A1.** Online Reporting System (URS) submission to DBM	Consolidates STF Reports(FAR2/2A) of Main and External Campuses for URS submission	10	10	100%	5	5	5	5.00	
		Quarterly online submission of Budget Accountability Reports (BAR)	2	2	100%	5	5	5	5.00	
		Quarterly online submission of Budget Execution Document (BED)	2	2	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2020		Percent Accomplish ment	Rating				Remarks
			Target	Actual		Q¹	E²	T³	A⁴	
		Quarterly online submission of Financial Accountability Reports (FAR)	26	26	100%	5	5	5	5.00	
		Monthly online submission of Summary Performance Monitoring Report (SPMR)	6	6	100%	5	5	5	5.00	
		Submits generated reports of BEDs, BARs, FARs and SPMRs to the web team for uploading to the Transparency Seal (TS) in the VSU website	34	34	100%	5	5	5	5.00	
		Consolidates quarterly reports of the Main and external campuses before encoding in the URS (Unified Reporting System) online system of DBM	100%	100%	100%	5	5	5	5.00	
	A2. OSBP submission to DBM	Submits Budget Proposals online thru OSBP (Online Submission on Budget Proposals) of DBM	100%	100%	100%	5	5	5	5.00	
PI 4: Administrative and Support Services Management	Promptly attends to queries/concerns of clients	Facilitates Records Office Staff on ISO matters	100%	100%	100%	5	4	5	4.67	
		Reviewed and endorsed requested records and forms from agency staff and external clients	100%	100%	100%	5	4	5	4.67	
		Attends to meetings and orientations on Records Management	100%	100%	100%	5	5	5	5.00	
		Monitors/encodes Records Disposition Schedule (RDS) for updating purposes	100%	100%	100%	5	4	4	4.33	
		Attends to queries of clients	100% attended	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints from clients served	Zero percent complaints from clients served	100%	5	5	5	5.00	
Total Over-all Rating						125	120	121	122.00	
Average Rating (Total Over-all rating divided by # of entries)					4.88	Comments & Recommendations for Development Purpose:				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.88					
ADJECTIVAL RATING					Outstanding					

Evaluated & Rated by:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Approved by:

EDGARDO E. TULIN
President

Date: _____

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020
Name of Staff: **MARIA ROBERTA S. MIRAFLOR**   Position: **ADMINISTRATIVE OFFICER 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	60				

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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	5.0				

Overall recommendation : _____

REMBERTO A. PATINDOL
Vice President for Administration & Finance

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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ROBERTA S. MIRAFLOR**
Performance Rating: **January 1 to June 30, 2020**

Aim:

To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provides accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on privacy and data security as well as competency in handling the data processing activities of the university in accordance with the Data Privacy Act.

Proposed Interventions to Improve Performance:

Date: _____   Target Date:_____

First Step: Enhance and develop further her skills and knowledge on administrative and records management by coaching, mentoring and sending her to seminars/trainings related to her job.

Result: Improved work performance. Not being able to attend some of the related trainings due to pandemic.

Date: _____   Target Date: _____

Next Step: Develop her skills on supervision and records management by mentoring, coaching and sending her to related seminars/trainings.

Outcome: Improved supervisory skills and performances.

Final Step/Recommendation:
       Recommend to attend training on supervision and records management once pandemic is over.

Prepared by:

REMBERTO A. PATINDOL
Unit Head

Conforme:

MARIA ROBERTA S. MIRAFLOR
Name of Ratee Staff