



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: **4.68**


Add: Additional Approved Points, if any: **0.00**

TOTAL NUMERICAL RATING: **4.68**

FINAL NUMERICAL RATING **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JESUS FREDDY M. BALDOS
Name of Staff

Reviewed by:


DEEJAY M. LUMANAO
Department/Office Head

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JESUS FREDDY M. BALDOS**, of the **ONLINE PROGRAMS 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 **July to December, 2021**.


JESUS FREDDY M. BALDOS

Ratee

Approved:


DEEJAY M. LUMANAO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Number of clients & visitors served	Entertain inquiries from clients and visitors	15	22	5	5	5	5.00	
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	20	51	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	30	64	5	5	5	5.00	
Advanced and Higher Education Services	Number of M.Ag.Dev. students enrolled in distance education	Facilitates the enrolment of M.Ag.Dev graduate students	30	49	4	5	4	4.33	
	Number of new M.Ag.Dev. enrollees	Facilitates admission and enrolment of new students	10	19	4	4	4	4.00	
	Number of faculty and staff supervised/evaluated/monitored	To supervise, monitor and evaluate performance of the Online Programs Office staff	1	4	5	5	5	5.00	OPO staff, 1 JO utilityman, and 2 JOs for AACCUP as senior staff/OIC
	Number of meetings conducted and presided	To preside meetings and discuss important matters	1	3	5	4	4	4.33	Meetings with OPO staff and JOs

	Number of department/Graduate School and university-created committees/councils served	To serve as member of the University standing committees	1	6	5	4	4	4.33	University-created committees (Agric. Cluster, Educ. Cluster, Music Section, Anniv. Singing Contest, Alumni Singing Contest, and ASEAN Hymn
	Number of recommendations/nominations for appointment/admissions reviewed/ endorsed/ acted on	To review and endorse recommendations/nominations/ application for admission and other important documents	5	9	5	5	5	5.00	For MAgDev students as OIC of OPO
	Number of procurement plans, accomplishment reports, budget proposals and other required documents prepared and submitted within specified period	To prepare letter requests and review, sign and release office documents prepared by the OPO staff	30	80	5	5	4	4.67	Documents prepared included APP, EPP, Supervisory Plan, OPCR for OPO, and other reports
	Number of documents prepared/ reviewed, signed and released on time	To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents	5	16	5	5	5	5.00	
Innovation and Best Practices Management	GradNewslne and OPO Updates, online news articles uploaded in social media platforms of the Gradaute School and the Online Programs Office, respectively	Compiled news articles and uploaded in social media platforms	3	9	5	5	4	4.67	
Total Over-all Rating								56.33	
Average Rating (Total Over-all rating divided by 12)				4.69					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				4.69					

Exhibit I

PERFORMANCE MONITORING FORM
July to December 2021

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	Entertains inquiries from clients and visitors	15 clients served	July 2021	When there are visitors	July to December 2021	Impressive	Very Satisfactory	22 clients served
2	Answers telephone calls	20 calls answered	July 2021	When there are calls	Every time there are calls until December 2021	Very impressive	Outstanding	51 calls answered
3	Sends emails; answers queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	30 emails, messages sent	July 2021	Immediately after emails/inquiries are received	July to December 2021, immediately after emails/inquiries are received	Very impressive	Outstanding	64 emails, messages sent
4	Facilitates admission and enrolment of MAgDev graduate students	30 graduate students enrolled	July 2021	July to August 2021	July until 4th week of August 2021	Very Impressive	Outstanding	49 graduate students enrolled
5	Facilitates admission and enrollment of new MAgDev graduate students	10 new graduate students enrolled	July 2021	July to August 2021	July to August 2021	Very Impressive	Outstanding	19 new graduate students enrolled
6	Supervises, monitors and evaluates performance of the Online Programs Office staff	1 OPO staff supervised, monitored and	July 2021	July to December 2021	July to December 2021	Very Impressive	Outstanding	2 OPO staff and 2 JO supervised, monitored and

		evaluated						evaluated as senior staff/OIC
7	Presides meetings and discusses important matters	1 meeting presided and important matters discussed	July 2021	As the need arises	July to December 2021	Impressive	Very Satisfactory	3 meetings presided and important matters discussed
8	Serve as member of the Graduate School standing committees	1 meeting attended as member of University standing committees	July 2021	As the need arises	July to December 2021	Impressive	Very Satisfactory	6 meetings attended as member of the University-created committees (Agric. Cluster, Educ. Cluster, Music Section, Anniv. Singing Contest, Alumni Singing Contest, and ASEAN Hymn [Bisaya] Contest)
9	Reviews and endorses recommendations/nominations/application for admission and other important documents	5 documents reviewed and endorsed for admission	July 2021	July to August 2021	July to August 2021	Very Impressive	Outstanding	9 MAgDev students admitted and enrolled as OIC of OPO
10	Prepares letter requests and reviews, signs and releases office documents prepared by the OPO staff	30 documents reviewed, signed and released	July 2021	July to December 2021	July to December 2021	Very Impressive	Outstanding	80 documents reviewed, signed and released
11	To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents	5 documents prepared and submitted	July 2021	July to December 2021	July to December 2021	Very Impressive	Outstanding	16 documents prepared and submitted
12	Compiles news articles and uploads in social media platforms	3 News articles	July 2021	July to December 2021	July to December 2021	Impressive	Very Satisfactory	9 news articles written and uploaded in social

								media platforms
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* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


DEEJAY M. LUMANAO
Head, Online Programs Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2021**

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 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		56				
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		4.67				

Overall recommendation : _____


DEEJAY M. LUMANAO
 Head, OPO

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **Outstanding**

Aim: To improve capability in managing the Open University/Online Programs Office, to ensure that course sites are in place, and to facilitate the preparation and distribution of instructional materials for distance education students.

Proposed Interventions to Improve Performance:

Date: **July 1, 2021**

Target Date: **December 31, 2021**

First Steps:

- Briefing on how to effectively manage the Open University/Online Programs Office.
- Briefing about the process of preparing, reviewing, reproduction and distribution of Instructional Materials to Distance Education students.
- Briefing about the process of assisting students who are interested to pursue graduate education through the distance education mode.
- Discussion about the things that need to be done for the VSUOU Online Portal

Results:

- Effectively managed the Open University/Online Programs Office resulted to increase of enrolment;
- Systematized the management and distribution of Instructional Materials;
- Improved content of the VSUOU Online Portal;
- Increase in the number of Online Instructional Materials;
- Continued the conversion of Instructional Materials in print to web and text format for easy management.

Date: **July 1, 2021**

Target Date: **December 31, 2021**

Next Step:

- Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs) by giving him reading materials about it and encouraging him to find materials in the UPOU website.

Outcome:

- Increased understanding and appreciation of Open Distance Learning and Massive Open Online Courses.

Final Step/Recommendation:

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

Prepared by:


DEEJAY M. LUMANAO
Head, Online Programs Office

Conforme:


JESUS FREDDY M. BALDOS
Administrative Officer V