

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JANUARY – JUNE 2019**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	0.70	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	0.30	1.5
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: _____

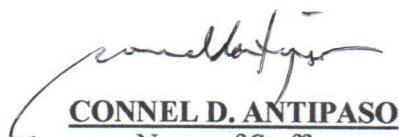
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.94


ADJECTIVAL RATING: _____

"O"

Prepared by:


CONNEL D. ANTIPASO
Name of Staff


Reviewed Approved by:

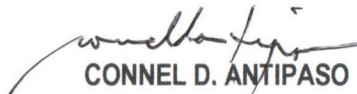

BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **CONNEL D. ANTIPASO**, Admin. Officer II, 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 2019.


BEATRIZ S. BELONIAS
Vice President for Instruction

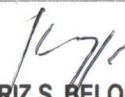


CONNEL D. ANTIPASO
Admin Officer II

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
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	43	43	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	50	75	5	5	5	5.00		
	PI 3: Number of graduate students awarded with honors/distinction	Facilitated documents of students awarded with honors/distinction for action of VPI	25	32	5	5	5	5.00		
UMFO 2. Higher Education Services										
OVPI MFO 1. Curriculum Program Management Services										
	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Curricular matters facilitated for reproduction and distribution to Curriculum Committee members	1	5	5	5	5	5.00	AB Philo, BS Math, BS Ap.Phyl, BS Forensic Sci, BSInd. Sec. Mgt	
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Facilitated/Provided documents needed for COPC application	1	1	4	5	5	4.67	BS Biotech	
	PI 4: Increase in number of undergraduate students enrolled	Facilitated request of students and approval for the offering of unscheduled subjects	150	150	4	5	5	4.67		

	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 and to screen and evaluate nominees for the Most Outstanding Student	12%	99%	5	5	5	5.00	
		Prepared medals for the corresponding latin honors given during Commencement Exercises	50	165	5	5	5	5.00	
		Percentage of facilitative work for the 63 rd Commencement Exercises	85%	99%	5	5	5	5.00	
	PI 6: Percentage passing of students in licensure board examination	Sent out invitations to placers of PRC licensure examination for recognition during the Commencement Exercises	1	4	5	5	5	5.00	
		Prepared medals for placers of PRC licensure examination given during Commencement Exercises	1	4	5	5	5	5.00	
		Scouted and sent out communications to possible donors for medals and cash incentives for placers of PRC licensure examination given during Commencement Exercises	1	3	5	5	5	5.00	
OVPI MFO 2. Student Management Services									
	PI 5: Number of undergraduate students awarded with honors/distinction	Facilitated certificates of recognition for signature of the Vice President for Instruction	300	398	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) facilitated, monitored and assisted	Attended requests of faculty pursuing PhD program	5	10	5	5	5	5.00	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored	Attended requests of faculty pursuing MS program	20	55	5	5	5	5.00	
	PI 1.2 Number of faculty who finished advanced degree programs on time	Facilitated documents submitted by returning/graduated scholars	10	45	5	5	5	5.00	
	PI 2: Number of faculty availing of scholarships	Attended requests of faculty on study leave	50	112	5	5	5	5.00	
	PI 3: Number of faculty sent for trainings, seminars, conferences	Facilitated requests of faculty attending trainings, seminars, conferences, workshops and/or fora	55	120	5	5	5	5.00	
OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 1: Number of faculty recruited/hired aligned with ISO standards	Facilitated teaching demo of departments recruiting/hiring faculty	6	15	5	5	5	5.00	
OVPI MFO 3. Faculty Evaluation Services									
OVPI MFO 4. Admission & Registration Services									
	PI 2: Number of students enrolled and validated within scheduled regular registration period	Scheduled meetings of offices involved in enrolment process to plan out for smooth enrolment procedures	1	2	5	5	5	5.00	
		Attended requests of students related to admission/enrolment	10	15	5	5	5	5.00	

OVPI MFO 6. Library Services									
	PI 3: Number of best Library practices introduced which increase demand to avail of Library services	Scheduled meetings and sent out notices of meetings of the University Library Committee	1	1	4	5	5	4.67	
		Sent out notice of meetings to Committee members	11	11	4	5	5	4.67	
OVPI MFO 8. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1	Drafted and finalized program of activities and invitations for the BSA Level IV, Round 2 accreditation.	1	2	5	5	5	5.00	
		Prepared certificates for the accreditors with their pictures	3	5	5	5	5	5.00	
UMFO 6. General Administration and Support Services (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	45	62	4	5	5	4.67	
	PI 2: Number of university committees/ boards/council chaired & coordinated	Assisted/Facilitated the different committees of the university	4	6	5	5	5	5.00	
		Presided the General Assembly meeting of ADPA	2	2	4	5	5	4.67	
		Attended meetings of NAPB and other committees relative to administrative personnel	4	10	5	5	5	5.00	
	PI 7: Percentage of newly hired faculty oriented with university policies and procedures	Facilitated requests of offices relative to the orientation of newly hired faculty	3	5	4	5	5	4.67	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	no complaint	5	5	5	5.00	
Total Over-all Rating					147	155	155	152	
Average Rating					4.59	4.84	4.84	4.91	
Adjectival Rating					Outstanding				

Average Rating (Total overall rating divided by 4)		Comments & Recommendations for Development Purpose: <i>Needs to keep all records in order to make them easily retrievable</i>
Additional Points: Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING	4.91	
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and Rated by:	APPROVED:
 BEATRIZ S. BELONIAS Unit Head Date: _____	 BEATRIZ S. BELONIAS Vice President for Instruction Date: _____

Instrument for Performance Effectiveness of Administrative Staff

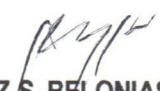
Rating Period: January – June 2019Name of Staff: CONNEL D. ANTIPASO Position: Education Program Specialist II

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						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
Total Score		66				
Average Score		5				

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPI

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	One-on-one coaching on how to improve performance	Office meeting to discuss overall performance of office & staff			

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: January 2019 Target Date: January – June 2019

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: January 2019 Target Date: January – June 2019

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:

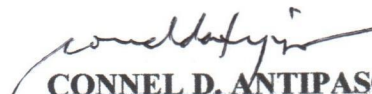
Improved delivery of services among clientele in the day to day transactions in the office.

Final Step/Recommendation:

Participate in short-term training and/or workshop to enhance the delivery of services at OVPI.

Prepared by:

Conforme:


CONNEL D. ANTIPASO
Educ. Prog. Spec. II


BEATRIZ S. BELONIAS
Unit Head