

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Carlito O. Suganob

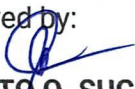
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: VS


Prepared by:


CARLITO O. SUGANOB
Name of Staff


Reviewed by:


ZYRA MAY H. CENTINO
Department/Office Head

Recommending Approval:


LILIAN B. NUNEZ
Dean, CME

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs







Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Carlito O. Suganob**, of the Department of Economics, **College of Management and Economics** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1 to December 31, 2024**


CARLITO O. SUGANOB
Administrative Aide VI
Date: 1/10/25


ZYRA MAY H. CENTINO
Head, DOE
Date: 1/14/25

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Description of MFO's/PAPs	Success Indicators	Tasks Assigned	Actual		Rating				Remarks
			Target	Accomplishment (July-Dec 2024)	Quality	Efficiency	Timeliness	Average	
Support to Operations									
	PI.1 Percentage of forms prepared/facilitated and encoded								
	<i>Projected/Tentative Workload</i>	Prepares and assigned tentative workload of all DOE faculty	90%	100%	5	5	5	5.00	
	<i>Actual teaching load</i>	Prepares/encodes and submitted actual teaching load of DOE faculty to Registrar's Office	90%	100%	5	5	5	5.00	
	<i>Individual Faculty Workload</i>	Prepares/encodes and submitted individual faculty workload of DOE faculty to OVPAA	90%	100%	5	5	5	5.00	
	PI.2 Percentage of Instructional Materials prepare and facilitated	Printed obedized syllabus	90%	90%	4	4	4	4.00	
	PI.3 Percentage of government forms prepared and encoded and submitted	PPMP, DTR, Annual Reports, Payroll JOs, and other Standard Government forms	90%	90%	4	4	4	4.00	

	PI 4. Percentage of communications prepared and encoded	Letter of requests, certifications, justifications	90%	100%	5	5	5	5.00	
	PI 5. Prepares faculty and staff monitored IPCR thru online	Facilitates faculty/staff IPCR	90%	90%	4	4	4	4.00	
	PI.6. Prepares schedule for the 2nd Semester SY 2021-2022	Prepares faculty schedule for the 2nd semester SY 2021-2022	90%	90%	4	4	4	4.00	
	PI 7. Number of faculty/ staff monitored re leave of absence	Monitor/prepares leave of faculty/staff	5	14	5	5	5	5.00	
	PI 8. Number of purchases (equipment, supplies and materials) of the dept facilitated and prepared and monitored	Facilitates/Prepares list of supplies /equipment purchased	6	6	4	4	4	4.00	
	PI 9. Percentage of Report Student Completion Grades recorded	Records of students completion grades in the grade sheets	90%	90%	4	4	4	4.00	
	PI 10. Number of DOE documents consolidated/files:	Consolidate of DOE ISO documents/files	200 documents	240	5	5	5	5.00	
	PI.12 Number of Incoming memo's, letters recorded	Recording of incoming ISO memo's, letters	200 documents	235	5	5	5	5.00	
	PI.13 Number of department meetings & university activities	Attended and served snacks during dept meetings & univ activities	6	8	5	5	5	5.00	
	PI 14. Percentage of students assisted	Receives/Releases student grades	90%	100%	5	5	5	5.00	
		Facilitates submission of student's grades & INC	90%	90%	4	4	4	4.00	
		inquiry regarding class schedules/instructors	90%	90%	4	4	4	4.00	
	PI.17. Additional Outputs								
	Conducted inventory of office supplies & prepare stock cards	Conducted inventory of office supplies & prepare stockcards	once a year	once a year	4	4	4	4.00	

General Administration and Support services (GASS)									
Efficient and customer friendly frontline service									
	PI.1 Number of efficient and customer friendly services rendered	Entertain students/ visitors/ clients with zero percent complaint served	1% complaint	zero complaint	4	4	4	4.00	
Total Over-all Rating								85.00	
Average Rating								4.47	
Adjectival Rating								VS	

Comments & Recommendation for Development Purpose:

Attend seminars/trainings for admin staff and more on prioritization of assigned task

Evaluated and Review:


ZYRA MAY H. CENTINO

Head, DOE

Date: 1/10/25

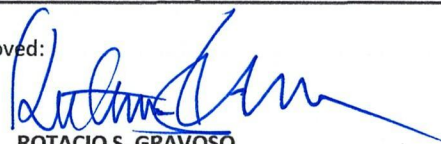
Recommending Approval:


LILIAN B. NUÑEZ

Dean, CME

Date: 1/10/25

Approved:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *

1 - Quality

2 - Efficiency

3 - Tmeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL
July-December 2024

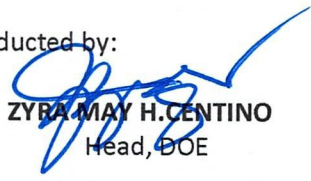
Name of Office : Department of Economics
Head of Office : Prof. Zyra May H. Centino
Number of Personnel : 8 Regular Faculty, 2 Admin Staff, 1 Part Time, 1 GTA, 4 Affiliate Faculty

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department		Attendance certificate Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/college memo/notice of meeting	Attendance certificate	July-Dec. 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Oct. & Dec. 2024 (e-copy.)
Coaching & Mentoring					
Discuss ways to improve classroom		Teaching performance			All faculty members were


management, teaching methods, IMs and syllabus preparation and evaluation reports of staff.		evaluation results especially the negative feedbacks from students were discussed with the concerned faculty			given copy of their TPES regarding the students evaluation (July-Dec. 2024)
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ZYRA MAY H. CENTINO
 Head, DOE

Noted by:


LILIAN B. NUNEZ
 Dean, CME

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEPT	OCT	NOV	DEC	
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JULY-DEC. 2024							
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JULY-DEC. 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Spent Hours For Students Consultations (virtual)	ALL FACULTY	JULY-DEC. 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		ZYRA MAY H.	JULY – DEC.							Head, Academic Advisers


		<i>CENTINO</i>	2024							
	Gives Assignments, Quizzes, Exams, Etc.	<i>All Faculty</i>	JULY –DEC. 2024	Gives quizzes and long exams as agreed in the class			Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	<i>All Faculty</i>	JULY-DEC. 2024				Midterm Grades		Final Grades	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133,AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Prepares power point lecture materials	<i>All Faculty</i>	JULY-DEC. 2024							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON,

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	ons.									
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledgment letters and other communications.	COSUGANOB	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports, Vouchers, Purchase Requests/PP MP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	COSUGANOB	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments

	Clean offices and surroundings	ANELITO C. PERNITO	July-Dec. 2024	Daily	Daily	Daily	Daily	Daily	Daily	
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Prepared by:


ZYRA MAY H. CENTINO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carlito B. SuganobPerformance Rating: Very SatisfactoryAim: Timely and quality delivery of administrative and support services

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2024Target Date: December 2024

First Step:

Monitor the documents filed in accordance with ISO standards.

Result:

The documents were filed and labeled properlyDate: September 2024Target Date: December 2024

Next Step:

One-on-one meeting with Mr. Suganob.

Outcome:

His performance specific to document preparation has improved.

Final Step/Recommendation:

Required Mr. Suganob to organize the filing system for easy and efficient retrieval of documents.

Prepared by:


ZYRA MAY H. CENTINO

Unit Head

Conforme:


CARLITO O. SUGANOB

Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2024

Name of Staff: Carlito O. Suganob Position: Admin. Aide VI

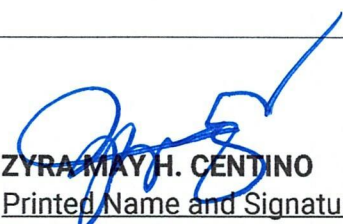
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
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:						


ZYRA MAY H. CENTINO
 Printed Name and Signature
 Immediate Supervisor