

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ROLANDO I. ORACION

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.76	4.76 x 70%	3.33
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.75 x 30%	1.44
TOTAL NUMERICAL RATING			4.77


TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ROLANDO I. ORACION
Name of Staff


Reviewed by:


VICTOR B. ASIO
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

COMPUTATION OF EVALUATION RATING FOR
ADMINISTRATIVE STAFF

SECTION 1. EVALUATION

Name of Administrative Staff

Particulars	Rating (1)	Weight (2)	Product (3)	Subtotal (4)
Supervisor's assessment of his contribution towards attainment of organizational objectives	4.0	1.0	4.0	4.0
Supervisor's assessment of his contribution towards attainment of his departmental objectives	4.0	1.0	4.0	4.0
Supervisor's assessment of his contribution towards attainment of his organizational objectives	4.0	1.0	4.0	4.0
TOTAL NUMERICAL RATING				12.0

4.0

TOTAL NUMERICAL RATING

4.0 Additional / Approved Rating (1.0)

4.0

TOTAL NUMERICAL RATING

REMARKS

ADJECTIVAL RATING

Reviewed by:

Prepared by:

Department Office Head

Name of Staff

Recommending Approval:

Signature

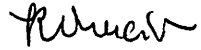
Approved

VP for Personnel

Visayas State University
College of Agriculture and Food Science (CAFS)
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ROLANDO I. ORACION**, Adm. Aide I, 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, 2018.


ROLANDO I. ORACION
 Adm. Aide I


VICTOR B. ASIO
 Dean

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)										
OVPI MFO 1. Administrative and Facilitative Services										
	PI 1: Number of college, departments supervised, monitored & coordinated	Facilitates in processing/submission of all signed government Forms (CSR and Leave applications of faculty/staff, DTR, RER, Pass Slip, etc) and other related forms to appropriate office	150	175	5	4	4	4.33		
		Assists in facilitating signature for the college dean, dept's letter request	28	35	5	4	5	4.67		
		Facilitates submission of dept's letter requests to appropriate body	35	40	4	5	4	4.33		
		Process and submits for signature of Dept's. OPCR's	6	6	5	5	5	5.00		
		Records and submits for siganture of IPCR's	6	6	5	5	5	5.00		

	PI 2: Number of management meetings conducted (dept. & college level)	Cleans the venue for EXECOM meetings	2	3	5	5	5	5.00	EXECOM and VSU Graduate Curr. Meeting
	PI 3: Number of documents received, evaluated, countersigned and facilitated	Records and release signed various documents	200	260	5	4	4	4.33	
	PI 5: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Photocopies and sorts out reproduced copies of Candidate for Graduation for distribution to UAC members	200 copies	220 copies	5	5	4	4.67	
	P1 9. Number of standard government forms received, attended and countersigned	Records and process for submission all signed government forms from the dept./offices to appropriate offices	400	450	5	5	5	5.00	
	P1 10: Number of student forms (Overload, change of acad. Advisers, shifting forms, etc.) received, attended and countersigned	Facilitates signature of student forms	25	25	5	5	5	5.00	
	PI 11. Number of Student Forms encoded, prepared and reproduced	Assists in the reproduction of student forms	20	23	5	4	4	4.33	
	PI 12. Number of CAFS/University Activities facilitated and assisted	Cleans the venue for CAFS RDE In-house review, EXECOM meeting	3	4	5	5	5	5.00	
		Assists in facilitating CAFS-FAP/OJTs applicants for interview	20	25	5	4	5	4.67	
	P1 13. Number of registration forms and student copy of grades issued	Assists in the releasing of registration forms to BSA students	300	300	5	5	5	5.00	
		Assists in releasing student copy of grades to BSA students only	250	250	5	5	5	5.00	
	P1 14. Number of assessment issued	Assists in issuing assessment slip to CAFS students	400	400	5	5	5	5.00	
	P1 15. Number of new IDs issued	Facilitates issuance of new IDs to BSA new students	-	-	5	5	5	5.00	

	P1 Number of rooms/offices cleaned and maintained	Cleans and maintains rooms/offices	4	4	5	4	4	4.33	
	P1 Number of plants maintained	Plants maintain	3	5	5	4	4	4.33	including terrace and salas
	PI 16. Number of CAFS and other reports encoded, prepared, reproduced, monitored and submitted to appropriate body	Record and submit all CAFS reprotos to appropriate offices	3	4	5	5	5	5.00	
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	minimal complaint	5	5	5	5.00	
Best practices/new initiatives									
	1. DOST-ASTHRD	Records and process all DOST-ASTHRD documents	10	20	5	5	5	5.00	payroll, vouchers, Travel Orders, etc.
		Follow-up all DOST-ASTHRD documents	5	10	5	4	5	4.67	stipends, honorariums, etc.
		Photocopying services	100	300	5	4	5	4.67	
Total Over-all Rating								114.33	
Average Rating								4.79	
Adjectival Rating									

Comments and Recommendation	Average Rating (Total Over-all rating divided by 4)	4.76	
<i>Needs to attend trainings and seminars related to his job.</i>	Additional Points:	-	
	Punctuality	XX	
	Approved Additional points (with copy of approval)	XX	
	FINAL RATING	4.76	
	ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:


VICTOR B. ASIO

Unit Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2018**

Name of Staff **ROLANDO I. ORACION** Position: **Adm. Aide I**


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					

Overall recommendation : _____


VICTOR B. ASIO
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROLANDO I. ORACION
Performance Rating: OUTSTANDING

Aim: To improve his performance and also the quality of service that our office provides to our clientele.

Proposed Interventions to Improve Performance:

Date: January 3, 2018 Target Date: June 30, 2018

First Step: Attended seminars, trainings and workshops related to his functions, that are facilitated by ODAHRD, VSU.

Result: He is efficient and dependable in the performance of his duties and responsibilities in the office. He has also contributed greatly to the achievements of our college.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


VICTOR B. ASIO
Unit Head

Conforme:


ROLANDO I. ORACION
Name of Ratee Faculty/Staff



10-10-68

Dear Mr. [Name]

I am writing to you regarding the [Topic]

As you know, the [Topic] is a very important [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]

I am sure that you will find this [Topic]