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Office of the President

10 December 2014

MEMORANDUM CIRCULAR NO. 68

Series of 2014

T O: Heads of Units/Offices/Departments and Centers

R E: Additional SPMS Forms for Evaluating the Performance of Administrative Staff

In order to enhance the effectiveness of the Strategic Performance Management System of the university particularly in evaluating the effectiveness of our support personnel and to equate with the procedures adopted by the academic personnel, the following forms should be used for our administrative personnel in addition to the IPCR to wit:

1. Instrument for Performance Effectiveness of Administrative Staff (Annex O)
2. Computation of Final Individual Rating for Administrative Staff (Annex P)

In this regard, you are hereby directed to rate your staff objectively since the final calibrated results will be used as basis in determining the top five percent (5%) of the total employees who will be given step increments due to meritorious performance starting January 2015 in accordance with the provisions of CSC & DBM Joint Circular No. 1, series of 2012 dated September 3, 2012. Validation of the claimed outputs and outcomes will be done by the Performance Management Team and those who will be recommended for entitlement will be submitted to the Office of the President for approval.

Please be guided accordingly.


JOSE L. BACUSMO
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _____

Name of Staff: _____

Position: _____

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 (<i>both for subordinates and supervisors</i>)	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 : _____

Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: _____

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

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by: _____ Reviewed by: _____

Name of Staff_____
Department/Office Head

Recommending Approval:

EDGARDO E. TULIN
Chairman, PMT

Approved:

JOSE L. BACUSMO
President