COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ALBERT M. VERGIS
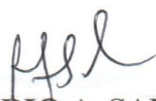
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			**4.90**

TOTAL NUMERICAL RATING: _____4.90_____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   _____4.90_____

ADJECTIVAL RATING: _____

Prepared by: Reviewed by:

ALBERT M. VERGIS   **ROSARIO A. SALAS**
Name of Staff   Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President
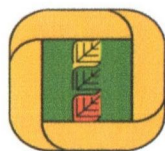
Visayas State University
College of Agriculture and Food Science
Department of Horticulture
Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALBERT M. VERGIS, Staff of the Department of Horticulture, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2019.

ALBERT M. VERGIS
Administrative Aide III
Date:

ROSARIO A. SALAS
Department Head
Date:_____

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

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accom-plishmnt (Jul-Dec 2018)	Quality	Efficiency	Timeliness	Average	Remark
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
		PI 1. Graduate degree program monitored	Documenting/ Facilitating	Facilitates graduate degree program	1	1	5	5	5	5.0	
		PI 2. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.25	0.25	5	5	5	5.0	
		BEST PRACTICES:									
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	5	5	5.0	
OVPI MFO 2. Graduate Student Management Services											
		PI 1. Number of graduate students awarded with scholarships/ assistanships	Documenting/ Monitoring	Documents/monitors graduate students awarded with scholarships/ assistanships							

					Total points:			15.0	

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 1. Curriculum Program Management Services

PI 1. Total Undergraduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	155.05	218.35	5	5	4	4.7	
PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered	Monitoring	Ensures that the BSA-Horticulture degree program is compliant to CHED CMO	1	1	5	5	5	5.0	
PI 3. Average passing percentage in licensure examinations in mandated programs	Monitoring	Monitors the passing percentage in licensure examination	50%	50.00%	5	5	5	5.0	
PI 6. Percentage increase in the number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	20%	35.59%	5	5	5	5.0	
PI 7. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe / industry in the Department	2	2	5	5	4	4.7	
Best Practices/New Initiatives:									
Number of maintained Center of Excellence (CAFS) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)							
Number of AACCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCUP							
Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	
Number of international exchange students	Documenting/ Monitoring	Facilitates papers, monitors	2	2	5	5	5	5.0	
					Total points:			34.3	

UMFO 5. SUPPORT TO OPERATIONS (STO)

OVPI MFO 3. Faculty Evaluation Services

PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	100%	5	4	5	4.7	
PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/ workshops/reviews and/or Assist in preparation and printing of all documents	1	1	5	5	5	5.0	Varied In-house Seminars/ Trainings/Conventions/ Workshops attended

OVPI MFO 4. Program and Institutional Accreditation Services

		PI / Indicator	Method	Documents/Monitors							
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors							
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	4	4.7	
		PI 4. Additional outputs									
		Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	2	5	5	5	5.0	ViHOS/CAFS activities
						Total points:				19.3	

UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES

		PI / Indicator	Method	Documents/Monitors	Target	Actual				Points	Remarks
		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and
		PI 2. Additional outputs									
		Number of departments and/or service units supervised and monitored	Documenting	Assists in supervising and monitoring one (1) department	1	1	5	5	5	5.0	Department of Hoticulture
		Number of management meetings conducted	Documenting	Documents/Assists in the meeting	2	2	4	5	4	4.3	Regular Meetings
		Number of documents attended and served	Documenting	Assists on to be signed and approved documents	450	990	5	5	5	5.0	Varied documents
		Number of draft documents prepared i.e. memo's, letters, etc.	Preparing documents	Prepares draft documents i.e. memo's, letters, etc. to be checked and finalized by the supervisor	10	35	5	5	5	5.0	Memo, letters, etc
		Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	20	5	5	5	5.0	projected workloads, actual workload, individual workloads, summary faculty workloads
		Number of Copy of Grades distributed to students	Service	Distributes student copy of grades	120	130	5	5	5	5.0	130 student's copy of grades ditributed
		Number of lecture notes/teaching manuals/IM's reproduced	Service	Reproduces lecture notes/teaching manuals/IM's for faculty			5	5	5		15 sets of lecture notes/teaching manuals/IM's reproduced
		Number of documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	30	5	5	5	5.0	30 sets of quizzes/exams/ laboratory exercises, etc reproduced (averaging 60pcs per

					Q	E	T	Avg	
		Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVPI	Service	Reproduces Teaching Performance Evaluation Forms	,00	2,400	5	5	5	5.0	2400 sets of Teaching Performance Evaluation (2 pages per set)
		Number of syllabus/ course outline reproduced	Service	Reproduces syllabus/course outlines							
		Number of varied blank forms reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	15	4	5	4	4.3	15 types of blank forms reproduces/stocked ready to be served to clients
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	100	250	5	5	5	5.0	250 outgoing documents
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (CAFS)							
						Total points:				58.7	

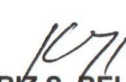|		Comments & Recommendations for Development Purpose:
Total Over-all Rating	**127.333**	
Average Rating	**4.897**	Keep up the good work
Additional points:		
Approved additional points (with copy of approval) :		
Final Rating	**4.897**	
Adjectival Rating	**Outstanding**	

Evaluated and Rated by:

ROSARIO A. SALAS, Ph.D.
Head, DOH
Date: _____

Recommending Approval:

VICTOR B. ASIO, Ph.D.
Dean, CAFS
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January-June 2019</u>
Name of Staff: <u>ALBERT M. VERGIS</u>   Position: <u>Admin. Aide III</u>

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

	Scale				
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	59				
Average Score	4.92				

Overall recommendation   : _____

ROSARIO A. SALAS
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALBERT M. VERGIS
Performance Rating: Outstanding

Aim: To sustain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2019   Target Date: June 2019

First Step: To attend and participate in trainings and seminars to improve skills and for
self-improvement so as to be more competent as support staff of the Dept. of
Horticulture.

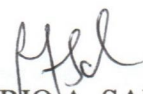Result: Attended trainings and seminars.

Date: July 2019   Target Date: December 2019

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

ALBERT M. VERGIS
Name of Ratee Faculty/Staff