

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: TONI MARC L. DARGANTES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	4.85 x 70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	4.92 x 30%	1.48
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


TONI MARC L. DARGANTES
Administrative Assistant VI

Reviewed by:



REMBERTO A. PATINDOL
Vice President for Administration & Finance

Approved:


REMBERTO A. PATINDOL
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TONI MARC L. DARGANTES, of the Office of the Vice President for Administration and Finance 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.


TONI MARC L. DARGANTES
 Ratee

Approved: 
REMBERTO A. PATINDOL
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management	Number of Budget Allocation and Obligation Monitoring (BAOM) System installed	Install BAOM to new computers of end users	3	4	5	5	5	5.00	
	Number of BAOM operation problems addressed	Address BAOM operation problems	10	12	4	5	5	4.67	
	Number of computer software troubleshot and repaired	Troubleshoot and repair computer software problems	5	5	5	4	5	4.67	
	Number of Information System Proposals proposed	Make the proposal for the Management Information System (MIS) of the University for DBM Funding	100%	100%	5	5	5	5.00	
	Creation of the ISSP	Coordinate and gather data for the creation of the VSU Information System Strategic Plan	20%	40%	5	5	5	5.00	
Human Resource Management and Development	Preparation of HRMIS Project Implementation proposal	Create the Work and Financial Plan for the HRMIS Project implementation	90%	100%	5	5	5	5.00	
	Number of Conduct of System Development Consultation	Convert process flow into system flow for the HRMIS and its attached systems	5	8	5	4	5	4.67	

Planning Services	Number of programs and projects reviewed and submitted to NEDA, CHED, and DBM	Review, Consolidate and submit Programs/projects Information to NEDA, CHED, and DBM	20	34	5	5	5	5.00	
	Number of Planning Activities Conducted, Facilitated, Coordinated	Conduct Planning activities for Public Investment Programs of the University	1	1					
Financial Services and Management	Number of Financial Management System (FMS) Updates	Update BAOM functionalities, Database, and User Interface	30	35	4	5	5	4.67	
	Number of FMS upgrading meetings	Coordinate and plan for the upgrading of FMS or implementation of ENGAS	2	3	5	5	5	5.00	
Total Over-all Rating								48.67	

Average Rating (Total Over-all rating divided by 6)		4.85
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose <i>To attend trainings on project planning and information system</i>
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Evaluated & Rated by:



REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL
VP for Administration & Finance

Date: _____

Approved by:



EDGARDO E. TULIN
President

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2019Name of Staff: TONI MARC L. DARGANTESPosition: ADMINISTRATIVE ASSISTANT 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		59				

B. Leadership & Management (For supervisors only to be rated by higher supervisor) <i>NA</i>		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		4.92				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Vice President for Administration & Finance

Head of Office: Dr. REMBERTO A. PATINDOL

Number/Name of Personnel: TONI MARC L. DARGANTES


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular Monitoring of progress of preparation & submission of required reports				Improvement in the process and delivery of services
Coaching	Discuss with staff possible mechanisms or actions to facilitate operations of the office				Improvement in the process and delivery of services

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


REMBERTO A. PATINDOL
Immediate Supervisor

Noted by:


EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Toni Marc L. Dargantes**
Performance Rating: **Jan. 1 to June 30, 2019**

Signature: 

Aim: Operational Visayas State University Information Systems

Proposed Interventions to Improve Performance:

Date: **Jan. 1, 2019**

Target Date: **March 30, 2019**

First Step:

Assigned to prepare needed data/information for the VSU Information System Strategic Plan
ISSP

Result:

Data/Information needed for the PART I of the VSU ISSP is available

Date: **April 1, 2019**

Target Date: **June 30, 2019**

Next Step:

Gather Data for Information System Interface Framework for the VSU ISSP

Outcome: Data for the PART I-II for the VSU ISSP is available.

Final Step/Recommendation:

Continue in gathering data and information for the creation of VSU ISSP.

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme:


TONI MARC L. DARGANTES