



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: WENIFREDA T. OCLINARIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.99	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97

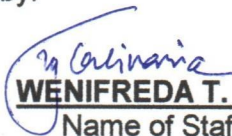
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


WENIFREDA T. OCLINARIA
Name of Staff

Reviewed by:


ANABELLA B. TULIN
Dean, Graduate School

Recommending Approval:


ANABELLA B. TULIN
Dean, Graduate School

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Wenifreda T. Oclnaria, of Graduate School 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 1, 2020 to June 30, 2020.

WENIFREDA T. COLINARIA

Ratee

Approved:

ANABELLA B. TULIN

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating			
					Q ¹	E ²	T ³	A ⁴
Advance Education Services	Graduate Degree Program Management Services No. of graduate degree Specialization offered and monitored No. of graduate curricular program documents prepared, monitored and facilitated for evaluation No. of graduate instructional materials for online learning facilitated for evaluation and monitored	• No of Graduate Faculty appointments reviewed and countersigned for approval	15	22	5.00	5.00	5.00	5.00
		• No. of Graduate Faculty FTE by departments computed and summarized for OPCR	215	331.26	5.00	5.00	5.00	5.00
		• No of graduate curricular program documents prepared, monitored and facilitated for evaluation.	3	5	5.00	5.00	5.00	5.00
		• No. of OBTL Syllabus/instructional materials for graduate courses for online learning facilitated for evaluation and monitored	15	65	5.00	5.00	5.00	5.00
	Graduate Student Management Services Number of graduate students monitored	• No. of graduate students assisted for admission/enrollment/ and compliance of Graduate School requirements by providing proper instruction/ direction/appropriate forms and other needed documents	85	105	5.00	5.00	5.00	5.00
		• No of graduate student requirements for graduation checked/reviewed for approval/signature by the Dean of the Graduate School	200	355	5.00	5.00	5.00	5.00
		• No. of graduate students monitored and facilitated during enrollment	300	402	5.00	5.00	5.00	5.00
		• No. of graduating students monitored during ECQ/GCQ	63	75	5.00	5.00	5.00	5.00
Support to Operations	Program & Institutional Accreditation Services	• No. of Graduate School related accreditation documents monitored and managed (ISO, AACUP)	995	1050	5.00	5.00	5.00	5.00
		• No. of accreditation related orientations/trainings/workshop, etc. attended as representative of the Graduate School	2	5	5.00	4.60	4.50	4.67
	Administrative and Facilitative Services	• No. of documents (memos, communications, letter requests, announcements, etc.) prepared for signature by the Dean of Graduate School	4	9	5.00	5.00	5.00	5.00

		<ul style="list-style-type: none"> No. of Graduate School related meetings, orientation facilitated, prepared notices, materials for presentation; attendance sheets, attendance recording, minutes of the meetings, on boarding program etc. 	5	8	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of University Committee meetings attended as representative of the Dean of Graduate School . 	3	5	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of Graduate School documents/records monitored and managed (Administrative, Instruction, Production) 	1010	1030	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of Graduate School Forms reviewed and revised for implementation based on BOR approved Graduate School Code and ISO format 	47	50	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of administrative and academic policies related to graduate program prepared, monitored for review and approval by the approving bodies 	40	45	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of graduate student/VSU staff/faculty clearance countersigned for signature by the Dean of the Graduate School 	75	85	5.00	5.00	5.00	5.00
		<ul style="list-style-type: none"> No. of Seminar-Workshop design/proposals drafted/prepared and facilitated 	3	5	5.00	5.00	5.00	5.00
	Efficient Customer – Friendly Assistance							
	Zero percent complaint from client served	<ul style="list-style-type: none"> Served clients with courtesy and friendly service 	0% Complaint	0% Complaint	5.00	5.00	5.00	5.00
Total Over-all Rating								94.67

Average Rating (Total Over-all rating divided by 4)	94.67/19	4.98
Additional Points:	-	
Punctuality		5.00
Approved Additional points (with copy of approval)		
FINAL RATING		4.99
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Outstanding performance. It is recommended to maintain an organized and standardized office documents/files /records for easy retrieval/updating/usage when needed; and to continue the process redesign approach to remove redundancies, superfluous activities, and delays so that high-quality outputs are obtained at a lesser cost and a faster rate.


Evaluated & Rated by:


ANABELLA B. TULIN
Dept/Unit Head

Recommending Approval:


ANABELLA B. TULIN
Dean/Director

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **Wenifreda T. Oclnaria** Position: **Administrative Officer**

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)		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		19				
Average Score		19/5 = 4.9				

Overall recommendation : _____


ANABELLA B. TULIN
 Dean, Graduate School

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **WENIFREDA T. OCLINARIA**

Performance Rating: 5.00

Aim: To improve the performance by 85 % in excess of the target accomplishment by establishing an organize/standardized/compliant office documents/files/ records for a systematic and easy retrieval/usage when needed by the office and its clients.

Proposed Intervention to Improve Performance: Application of a process redesigning and cooperative approach

Date: Jan 1, 2020

Target Date: December 31, 2020

First Step: Identification of the clients' (*graduate students, DBM/CHED, graduate program evaluators/accreditors; office evaluators (ISO), faculty/staff of VSU and others*) requirements and development of a workable flow of work or a map. This can be done by gathering of all the needed documents /activities to be conducted; communications/memoranda; graduate school policies for implementation /revision when necessary during the 1st and 2nd quarters of 2018 and in preparation for the start of classes, Second Semester, SY Year 2017-2018. This include the following: a) Graduate School Council /Committee/ Faculty meetings; b) matters for discussions; c) minutes of the meetings; d) orientation of graduate students; e) graduate program related survey data for DBM/CHED-BED/BAR forms requirements; f) required documents for graduate program AACUP accreditation; g) ISO accreditation; h) graduating graduate student requirements for compliance; h) office supplies/ materials/equipment needed; office biannual/annual accomplishment reports and other administrative and financial documents, etc.

Result: Schedule of different meetings; notices/agenda/minutes of the meetings; accomplished survey form for graduate faculty /graduate student graduates/graduate faculty on graduate studies needed for DBM/CHED-BAR/BED form requirements; list of communications r/complied/ graduating graduate student requirements deadline schedule for graduating graduate students; lists of office supplies/materials/equipment needed; list of documents needed for graduate program accreditation/list of office documents for ISO ;list of requirements for compliance by graduating graduate students; list of graduate school policies for implementation/revision graduate school memoranda and other memoranda to graduate faculty/students and other concerned individuals, and others.

Date March 2020


Target Date: June, 2020

Next Step: Preparation and organization of all the needed documents for a particular program/activity; review and analysis of documents to be prepared /activities to be conducted to remove redundancies, superfluous activities, and delays so that high-quality outputs are obtained at a lesser cost and a faster rate; prioritization of important activities/programs that need immediate execution; coordination/consultation with the Dean of the Graduate School/other office staff/and individual concerned, graduate faculty/students in the performance of a particular task; make constant follow-up and monitoring .


Outcome: Systematic and organized graduate program related and office documents/records/files; complete file of office documents; required forms/documents for compliance submitted on time to the concerned departments/offices/agencies; efficient and effective implementation of graduate school policies; approved revision of some graduate curricular programs; Graduate School Council meetings conducted as scheduled/ with some adjustments; planned activities successfully conducted as scheduled; proposals for deliberation/approval by appropriate body/Dean of the Graduate School.

Final Step/Recommendation: Coordinated execution of different program of activities; regular follow-up and meetings; assessment /evaluation of the performance in the execution of different activities conducted; constant updating of documents/records/files to facilitate compliance/submission to concerned offices/departments/agencies and for prompt and effective and efficient service to clients.

Prepared by:


ANABELLA B. TULIN
Unit Head

Conforme:


WENIFREDA T. OCLINARIA
Name of Ratee Faculty/Staff