

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FOR (IPCR)

I, Joan Rosemarie A. Banzon, of the Office of the University Registrar 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 to June 30, 2024.

JOAN ROSEMARIE A. BANZON

Ratee

Approved:

MIRIAM M. DE LA TORRE

Head of Unit

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
UR MFO 1. Registration Services	PI 1: Percentage of projected students officially enrolled and registered	1. Checks and validates Certificate of Registration (COR) of assigned courses	100%	100% of 748 students	Q1	E2	T3	A4	
		2. Coordinate with the Admission's Office regarding enrollment concerns	100%	100%	5	5	5	5	
		3. Facilitate concerns during enrollment period	100%	100%	5	5	5	5	
		1. Percentage of students identified as candidates for graduation	100%	100%	5	5	5	5	
UR MFO 2.	PI 1. Percentage of students identified as candidates for graduation	1. Determine and re-compute GPA and prepare list of candidates for latin honors of assigned courses.	100%	100% of 46 BSN graduating students	5	5	5	5	
		PI 2. Percentage of graduating students evaluated and identified as candidates for latin honors ranked and endorsed for approval							
		PI 4. Percentage of TOR prepared, processed, signed, sealed and released as 1st issuance to graduates	100%	100% of 16 graduates (1stsem)	5	5	5	5	
		2. Checks entries in the TOR of graduating students	100%	100%	5	5	5	5	
UR MFO 3. Evaluation and Authentication Services	PI 1: Percentage of requests for scholastic records checked, evaluated and verified	1. Checks entries in the diploma of graduating students before the signature of University Secretary and President	100%	-					
		1. Complies verification request of students and alumni as requested by employment agencies	100%	100% of 5 requests	5	5	5	5	
		2. Assist in facilitating and authenticating TOR, diploma, and certification of students as requested	100%	100%	5	5	5	5	
		PI 2. Percentage of students scholastic records evaluated for identification of academic status/standing	100%	100% of 45 transferees	5	5	5	5	
	PI 2. Percentage of students scholastic records evaluated for identification of academic status/standing	1. Evaluate records and accredit units earned by transferees.	100%	100% of 748 students	5	5	5	5	
		2. Checks and evaluates continuing students of assigned courses	100%	100% of 341 BSN students	5	5	5	5	
		3. Prepares checklist with grades of continuing students and determine if regular or irregular	100%	100%	5	5	5	5	

Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
UR MFO 4. Student Records Management Services	P1.3. Percentage of identified delinquent students endorsed for guidance and counseling	Prepares list of delinquent students and endorse to the office of the Dean of Students	100%	-				
	P1.1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	1. Files Registration Forms, COR, Transfer Credentials, PSA-BC, PSA-MC, PCW, RPCW, Readmission, Nomination/change of GAC, change of graduate status, approved LOA, etc. of assigned courses	100%	100%	5	5	5	
	P1.2. Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	1. Prepares permanent records of new students and files enrolment forms and other pertinent documents	100%	100%	5	5	5	
	P1.3. Percentage of student information encoded and stored in database	1. Update and encodes student personal information and thesis title in the Cumulus System	100%	100%	5	5	4	4.667
	OUR MFO 4. Administrative and Facilitative Services							
	P1.1. Percentage of online requests and email queries responded on time	1. Answer requests and queries on time from different mediums	100%	100%	5	5	5	
	P1.5. Percentage of requests for correction of names/personal data in school records facilitated, prepared, processed, and released	1. Facilitates, prepares, and process requests for correction of name/personal data in school records	100%	-				
	P1.6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards	1. Facilitates information queries/requests (in Code and Standards) consideration with Data Privacy Act, FOI, VSU	100%	100%	5	5	5	
	P1.8. Percentage of request for dropping facilitated, encoded and filed	1. Checks student records and signs dropping of subjects form	100%	100%	5	5	5	

Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
PI 9. Percentage of Form 137/TOR officially requested for issuance	1. Prepares request of permanent records (F-137, TOR) of students from the last school attended	100%	100% of 158 requests	5	5	5	5	
PI 11. Percentage of LOA, clearance facilitated, signed, and filed	1. Checks, countersigns and files student outline, approved LOA, change major/minor field, change graduate status of graduate students	100%	100% of 114 documents	5	5	5	5	
PI 15. Number of personnel directly supervised, monitored and coordinated	1. Consults and coordinates with departments/colleges regarding student matters	100%	100%	5	5	5	5	
	2. Consults and coordinates with other Registrar's Office unit/staff	100%	100%	5	5	5	5	
	3. Assists in the evaluation of the performance of the University Registrar personnel	100%	100%	5	5	5	5	
	PI 16. Number of linkages with external agencies maintained	100%	100%	5	5	5	5	
PI 18. Number of quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard	Complies and adhere to the ISO 9001:2015 standards	100%	100%	5	5	5	5	
PI 19. Number of staff meetings conducted/facilitated and seminars/trainings attended	Facilitate, take down notes and prepare minutes of the Registrar's staff meeting	100%	100%	5	5	4	4.667	
PI 20. Percentage of administrative documents acted within time frame	1. Prepares and issues Transcript of Records	100%	100%	5	5	5	5	
	2. Prepares and issues certifications	100%	100%	5	5	5	5	
	3. Prepares and issues follow-up request for student credentials	100%	100%	5	5	5	5	
	4. Types communications/correspondence	100%	100%	5	5	5	5	
	5. Receives and facilitates the signing and approval of documents	100%	100%	5	5	5	5	
	6. Signs authentications, certifications and other documents as Officer-in-charge in the office	100%	100%	5	5	5	5	
PI 21. Percentage of action plans implemented and monitored as scheduled	Assits in the implementation and monitoring of action plans	100%	100%	5	5	5	5	
PI 22. Percentage of NCS received and acted		0%	-					

Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks			
				Q1	E2	T3	A4				
UR MFO 6: Frontline Services	PI 23. Percentage of CARs received and acted		0%								
	PI 1: Efficient and customer-friendly frontline service	Clients served within the day	Zero percent of complaints not acted	5	5	5	5				
	Percentage of procured supplies and materials, and disbursed funds	1. Procures office supplies (petty cash) 2. Maintains records on office expenses, supplies and equipment 3. Disburses funds for office expenses	100% 100% 100%	5 5 5	5 5 5	5 5 5	5 5 5				
	OTHER DUTIES		Zero percent of complaints not acted	5	5	5	5				
Total Over-all Rating								4.884	4.884	4.814	4.860
Average Rating (Total Over-all rating divided by 4)								4.884			
Additional Points:											
Punctuality											
Approved Additional points (with copy of approval)											
FINAL RATING											
ADJECTIVAL RATING											
Comments & Recommendations for Development Purpose: Demonstrates a positive attitude and good leadership qualities but need to be more proactive in guiding the team. should attend leadership level programs focused on sensitive communication & decision-making.											

Evaluated & Rated by: _____
MIRIAM M. DE LA TORRE
OIC, University Registrar

Recommending Approval: _____
NA
Dean / Director

Approved by: *[Signature]*
ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 09/07/24

1 – Quality
2 – Efficiency
3 – Timeliness
4 – Average