

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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 indicated measures for the period July to December 2021.

JOAN ROSEMARIE A. BANZON
Ratee

Approved:

MARWEN A. CASTANEDA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Receiving and recording of class rosters	90%	95% (374)	5	4	4	4.333	
		Receiving and recording of gradesheets	90%	95% (2,335)	5	4	4	4.333	
		Receives approved LOA, readmission, shifting, and request for overload	90%	95% (311)	5	4	4	4.333	
		Received completion forms to student with INC grades	90%	95% (1,409)	5	4	4	4.333	
		Received application for graduation to students	90%	95% (120)	5	4	5	4.667	
		Update of class rosters							
OUR MFO 2. Evaluation and Authentication Services		Print CORs of students							
		Validate student certificate of registration (COR)							
	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Authenticate TOR, diploma and certificate of students	90%	95% (30)	5	5	5	5	
OUR MFO 3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Encodes continuing students shifted to another curriculum							
	Information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retrieving and controlling controlled documents	90%	95%	5	5	5	5	
		Assigning of document numbers and other coding controls for document coordination with the DRC	90%	95%	5	5	5	5	

**OUR MFO 4.
Administrative and
Facilitative Services**

Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	95%	5	5	5	5
Internal documents in the office are reviewed according to the quality procedure	90%	95%	5	5	4	4.667
Keeps and files controlled copy of internal documents.	90%	95%	5	5	5	5
Take down notes and prepare minutes of the Registrar's staff meeting	90%	95%	5	5	4	4.667
Facilitate submission of documents to QAC through regular audits	90%	95%	5	5	4	4.667
PI 3: Number of documents acted upon						
Receives registration forms of students						
Types communications/correspondence						
Receives and facilitates the signing and approval of documents						
Approve grade sheets submitted by faculty						
PI 5: Percentage of queries served on time						
Attending to various inquiries/requests from parents, students and other clients	90%	90%	5	5	5	5
Attends to clients transacting business	90%	90%	5	5	5	5
Attend meetings/webinars	10	17	5	5	5	5
PI 1: Efficient and customer-friendly frontline service						
Clients served within the day	0	not-acted upon validated complaint	5	5	5	5
Average Rating (Total Over-all rating divided by 4)	4.77					
Punctuality						
Approved Additional points (with copy of approval)						
FINAL RATING						
ADJECTIVAL RATING	Outstanding					

Comments & Recommendations for Development Purpose:
The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities.

Evaluated & Rated by:

M. A. Castaneda
MARWEN A. CASTANEDA
University Registrar

Date: *2/10/22*

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

NA

Dean / Director

Date:

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *2/10/22*