

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANNET LESLIE EVELYN S. CODOG**, of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments the period February to June 2023

JANNET LESLIE EVELYN S. CODOG

Ratee

Approved: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Received and recorded of class rosters	90%	95% (58)
		Received and recorded of gradesheets	90%	95% (2748)
		Recorded approved LOA, readmission, shifting, request for overload, clearance and dropping of subjects.	90%	95% (485)
		Received completion forms to student with INC grades	90%	95% (2179)
		Received application for graduation to students	90%	95% (1557)
		Received Mails (form 137, PSA)	90%	95% (68)
		Print of CORs of Students		
		Validate student certificate of Registration		
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credit checked, evaluated, verified, signed and released	Authenticated TOR, diploma and certificate of students	90%	95% (5)
OUR MFO3. 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%
		Assigned of documents number and other coding controls for document coordination with the DRC	90%	95%
		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	95%
		Internal documents in the office are reviewed accordingly to the quality procedure	90%	95%
OUR MFO4. Administrative and Facilitative Services		Kept and filed controlled copy of internal documents	90%	95%

		Take down notes and prepare minutes of the Registrar's staff meeting	90%	90% (1)	5	5	
	PI 3: Number of documents acted upon	Facilitated submission of documents to QAC through regular audits	90%	95%	5	5	
		Received registration forms of students	90%	95% (8775)	5	5	
		Received change of academic adviser	90%	95% (95)	5	5	
		Received approval sheet	90%	95% (84)	5	5	
		Typed communications/correspondence	90%	95%	5	5	
		Received and facilitated the signing of approval of documents	90%	95%	5	5	
	PI 5: Percentage of queries served on time	Attended to various inquiries/request from parents, students and other clients	90%	90%	5	5	
		Attended to clients transacting business	90%	90% (565)	5	5	
		attended meetings/ webinar	2	9	5	5	
OUR MFO 5. Frontline Services	PI 1: Efficient and customer-friendly frontline service	Client served with the day	0 not-acted upon validated	0 not-acted upon validated complaint			
Total Over-all Rating					5	4.77	
Average Rating (Total Over-all rating divided by # Additional Points:							Comments & Recommendation Purpose: The Registrar's Staff s chance to attend semi the nature of her duties
Punctuality							
Approved Additional points (with copy of approval)							
FINAL RATING							
ADJECTIVAL RATING							

Evaluated and Rated by:


MARWEN A. CASTAÑEDA
University Registrar


Date: 13 July 2023
1 - quality
2 - efficiency
3 - timeliness
4 - average

Recommending Approval:

N/A
Dean/Director

Date: _____

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Date: _____



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JANNET LESLIE EVELYN S. CODOG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.311
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.732

TOTAL NUMERICAL RATING: **4.736**

Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.736**

FINAL NUMERICAL RATING **4.736**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JANNET LESLIE EVELYN S. CODOG

Name of Staff

Reviewed by:

MARWEN A. CASTAÑEDA

Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs