

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 in accordance with the indicated measures for the period February to June 2023


JANNET LESLIE EVELYN S. CODOG

Ratee

Approved:


MARWEN A. CASTANEDA
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishments | Rating | | | | Remarks |
|---|--|---|--------|------------------------|--------|----|----|------|---------|
| | | | | | Q' | E' | T' | A' | |
| 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) | 5 | 4 | 4 | 4.33 | |
| | | Received and recorded of gradesheets | 90% | 95% (2748) | 5 | 4 | 4 | 4.33 | |
| | | Recorded approved LOA, readmission, shifting, request for overload, clearance and dropping of subjects. | 90% | 95% (485) | 5 | 4 | 4 | 4.33 | |
| | | Received completion forms to student with INC grades | 90% | 95% (2179) | 5 | 4 | 4 | 4.33 | |
| | | Received application for graduation to students | 90% | 95% (1557) | 5 | 4 | 4 | 4.33 | |
| | | Received Mails (form 137, PSA) | 90% | 95% (68) | 5 | 5 | 4 | 4.67 | |
| | | 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) | 5 | 5 | 5 | 5.00 | |
| 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% | 5 | 5 | 5 | 5.00 | |
| | | Assigned of documents number and other coding controls for document coordination with the DRC | 90% | 95% | 5 | 5 | 5 | 5.00 | |
| | | Records in the office are kept, distributed, stored and disposed of according to the quality procedure | 90% | 95% | 5 | 5 | 5 | 5.00 | |
| | | Internal documents in the office are reviewed accordingly to the quality procedure | 90% | 95% | 5 | 5 | 4 | 4.67 | |
| OUR MFO4. Administrative and Facilitative Services | | Kept and filed controlled copy of internal documents | 90% | 95% | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|---|---|--|----------------------------|--------------------------------------|--|------|------|------|--|
| | | Take down notes and prepare minutes of the Registrar's staff meeting | 90% | 90% (1) | 5 | 5 | 4 | 4.67 | |
| PI 3: Number of documents acted upon | | Facilitated submission of documents to QAC through regular audits | 90% | 95% | 5 | 5 | 4 | 4.67 | |
| | | Received registration forms of students | 90% | 95% (8775) | 5 | 5 | 4 | 4.67 | |
| | | Received change of academic adviser | 90% | 95% (95) | 5 | 5 | 4 | 4.67 | |
| | | Received approval sheet | 90% | 95% (84) | 5 | 5 | 4 | 4.67 | |
| | | Typed communications/correspondence | 90% | 95% | 5 | 5 | 4 | 4.67 | |
| | | Received and facilitated the signing of approval of documents | 90% | 95% | 5 | 5 | 5 | 5.00 | |
| PI 5: Percentage of queries served on time | | Attended to various inquiries/request from parents, students and other clients | 90% | 90% | 5 | 5 | 5 | 5.00 | |
| | | Attended to clients transacting business | 90% | 90% (565) | 5 | 5 | 5 | 5.00 | |
| | | attended meetings/ webinar | 2 | 9 | 5 | 5 | 5 | 5.00 | |
| 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 | 4.41 | 4.73 | |
| Average Rating (Total Over-all rating divided by # Additional Points: | | | | | 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 | | | | |
| 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