

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 in indicated measures for the period January to June 2022.


JOAN ROSEMARIE A. BANZON
 Ratee

Approved: 
MARWEN A. CASTAÑEDA
 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% (463)	5	4	4	4.333	
		Receiving and recording of gradesheets	90%	95% (3,433)	5	4	4	4.333	
		Receives approved LOA, readmission, shifting, and request for overload	90%	95% (407)	5	4	4	4.333	
		Received completion forms to student with INC grades	90%	95% (914)	5	5	4	4.667	
		Received application for graduation to students	90%	95% (1431)	5	5	4	4.667	
OUR MFO 2. Evaluation and Authentication Services		Update of class rosters							
		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%	90% (90)	5	5	4	4.667	
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%	90%	5	5	4	4.667	

OUR MFO 4. Administrative and Facilitative Services	Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	100%	5	5	4	4.667
	Internal documents in the office are reviewed according to the quality procedure	90%	90%	5	5	4	4.667
	Keeps and files controlled copy of internal documents.	90%	90%	5	5	5	5
	Take down notes and prepare minutes of the Registrar's staff meeting	90%	90%	5	5	4	4.667
	Facilitate submission of documents to QAC through regular audits	90%	90%	5	5	4	4.667
	Receives registration forms of students						
	Types communications/correspondence	90%	90%	5	5	4	4.667
	Receives and facilitates the signing and approval of documents	90%	90%	5	5	5	5
	Approve grade sheets submitted by faculty						
	PI 5. Percentage of queries served on time	90%	90%	5	5	5	5
OUR MFO 5: Frontline Services	Attends to clients transacting business	90%	90% (1,979)	5	5	5	5
	Attending to various inquiries/requests from parents, students and other clients						
	0 not-acted upon validated complaint	0 not-acted upon validated complaint					
	PI 1: Efficient and customer-friendly frontline service						
	Clients served within the day						
Total Over-all Rating	Average Rating (Total Over-all rating divided by 4)						
Additional Points:	Punctuality						
	Approved Additional points (with copy of approval)						
FINAL RATING	4.72						
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: 7/14/2022

Recommending Approval:

NA
Dean / Director

Date: 7/14/2022

Approved by:

B. S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 7/14/2022