



"Exhibit B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GENALYN M. APAS** of the **DEPARTMENT OF MATHEMATICS** commit to the deliver and agree to be rated on the following accomplishments in accordance with the indicated measures for the period **January - December 2024**.

  
**GENALYN M. APAS**  
 Administrative Aide III  
 Date: 01/20/2025

Approved:

  
**EUSEBIO R. LINA, JR.**  
 Head, DMath  
 Date: 1/21/2025

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 9: Percentage of submitted DTR within the prescribed period	A 73. Percentage of submitted DTR within the prescribed period	Submits DTR within the prescribed period	100%	75%		5	4	4.50	9 out of 12 DTRs submitted to PLBO within the prescribed period
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	Zero complaint	5	5	5	5.00	No complaint received
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	12	5	5	5	5.00	DMath & CAS Meetings
		A 81. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	0	1	5	5	5	5.00	Budget Allocation Monitoring Spreadsheet

		Number of documents controlled, recorded, and released	Serves as dDRC of the dept.; assigns control numbers to all quality records of the department	100	1,265		5	5	5.00	FM-LEG (26); FM-HRM (165); FM-REG (123); FM-ODI (26); FM-IMD (156); FM-VPA (302); FM-QAC (138); FM-VPR (4); FM-VSU (318); FM-REI-7
		Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for tracking system and generates bar code for each document	100	1,632		5	5	5.00	All outgoing documents
		Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	3		5	5	5.00	2nd Sem. 2023-2024; Summer 2023-2024; 1st Sem. 2024-2025
		Number of subjects/sections updated in the department cumulus	Assigns faculty to handle subjects in the dept cumulus	20	195		5	5	5.00	2nd Sem. 2023-2024 (74 sections); Summer 2023-2024 (12 sections); 1st Sem 2024-2025 (109 sections)
		Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	3		5	5	5.00	2nd Sem. 2023-2024; Summer 2023-2024; 1st Sem. 2024-2025
			Prepares Individual Faculty Workload	15	27		5	5	5.00	2nd Sem. 2023-2024 (12); 1st Sem 2024-2025 (15)
			Prepares Projected Faculty Workload for hiring	2	5		5	5	5.00	Summer Hiring (1); 1st Sem 2024-2025 Hiring (2); 2nd Sem 2024-2025 Hiring (2)
			Prepares PPMPs and PRs	2	28	5	5	5	5.00	PPMP (9); PR (19)
		Number of official communications/recommendations drafted/encoded	Drafts official communications	2	1	5	4	5	4.67	Letter requests to enroll the students in Math 125, Math 115n, and Math 114n (Summer 2023-2024)
		Number of documents prepared: contracts of part-time instructors	Prepares and facilitates the submission of documents for hiring part-time teachers	2	10		5	5	5.00	2nd Sem. 2023-2024 (3 part-time faculty); Summer (3); 1st Sem. 2024-2025 (4)
		Number of documents filed and scanned	Files and scans official documents	100	118		5	5	5.00	FM-VSU-10, FM-VSU-03, FM-VPA-01, FM-VPA-02, FM-HRM-35, FM-HRM-15, FM-HRM-05, FM-LEG-01, FM-LEG-03, OPCR & IPCR Targets, PPMPs & PRs, FM-ODI-14, FM-OOP-05, TO/TR, TP-IMD-08, FM-IMD-05, etc.




		Number of trainings, seminars, and conferences/fora attended	Attends trainings, seminars, and conferences/fora related to the position	2	3	5		5	5.00	"Financial Transactions Forum" (March 20, 2024); "Sparkling Spaces: Mastering the Art of Housekeeping" (May 22, 2024); "Shaping Culture: Embracing Values for Optimal Workplace Performance" (May 15, 2024)
	<b>Total Over-all Rating</b>								<b>79.17</b>	
	<b>Average Rating</b>								<b>4.95</b>	
	<b>Adjectival Rating</b>						<b>Outstanding</b>			


Average Rating (Total Over-all rating divided by 16)		<b>4.95</b>
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		<b>4.95</b>
ADJECTIVAL RATING		<b>Outstanding</b>

<b>Comments/Recommendations:</b>
Keep up the good work.


Evaluated & Rated by:

  
**EUSEBIO R. LINA, JR.**  
Head, DMath  
Date: 1/21/2025

Recommending Approval:

  
**GLENN G. PAJARES**  
Dean, CAS  
Date: JAN 22 2025

Approved by:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs  
Date: JAN 24 2025



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.941</b>

TOTAL NUMERICAL RATING: 4.94


Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING:       

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**GENALYN M. APAS**  
Name of Staff

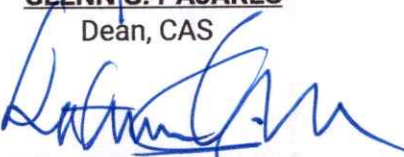
Reviewed by:

  
**EUSEBIO R. LINA, JR.**  
Department/Office Head

Recommending Approval:

  
**GLENN G. PAJARES**  
Dean, CAS

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President



10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
Scale					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					
Overall recommendation:					

*Eusebio R. Lina, Jr.*

**EUSEBIO R. LINA, JR.**  
Immediate Supervisor





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December 2024

Name of Staff: Genalyn M. Apas

Position: Administrative Aide III

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1



# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

**Name of Employee:** Genalyn M. Apas

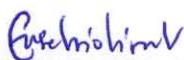
**Head of Office:** Eusebio R. Lina, Jr.

**Number of Personnel:** 15

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Supervised the performance pf her daily routines and give her some tasks to prioritize from time to time	July to Dec 2024				
<b>Coaching</b>  None.					

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**EUSEBIO R. LINA, JR.**  
Head, DMath

Noted by:

  
**GLENN G. PAJARES**  
Dean, CAS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Genalyn M. Apas

Performance Rating: Outstanding

**Aim:**

Gain competence and acquire innovative skills in delivering duties and responsibilities as administrative staff.

**Proposed Interventions to Improve Performance:**

Date: January 2025

Target Date: One year from the date of intervention

**First Step:**

Encourage her to participate in trainings, seminars, or workshops for frontline and excellent customer service.

Result: Innovations and efficiency in delivering her tasks

Date: July 2025

Target Date: One year from the date of intervention

**Next Step:**

Encourage her to introduce innovations and establish best practices in the department.

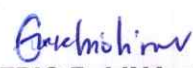
**Outcome:**

Improved/efficient work performance

**Final Step/Recommendation:**

Review existing processes and procedures in the department for continuous improvement.

Prepared by:

  
**EUSEBIO R. LINA, JR**  
Head, DMath

Conforme:

  
**GENALYN M. APAS**  
Ratee/Staff