

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 January-December 2024:

JANNET LESLIE EVELYN S. CODOG

Ratee

RAYMUND M. IGASAMA

Head of Unit

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Target (Jan 1-Dec 31, 2024)	Target (Jan 1-Dec 31, 2024)	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)									
OVPAA MFO 1. Administrative and Facilitative Services									
OUR MFO 4: Student Records Management Services									
	<u>PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room</u>	Received and recorded of class rosters	100%	100% of received and recorded of class rosters (823)	5	5	5	5.00	
		Received and record approved application for graduation to students	100%	100% of received and record approved application for graduation to students (1,689)	5	5	5	5.00	
		Receives and record registration form	100%	100% of receives and record registration form (16,303)	5	5	5	5.00	
		Received Mails and records (form 137, PSA, TC, OTOR)	100%	100% of received Mails and records (form 137, PSA, TC, OTOR) (3613)	5	5	5	5.00	
OUR MFO 3: Evaluation and Authentication Services									
	<u>PI 1. Percentage of requests for scholastic records checked, evaluated and verified</u>	Authenticated TOR, diploma and certificate of students	20%	100% of authenticated TOR, diploma and certificate of students(40)	5	5	5	5.00	
OUR MFO 5: Administrative & Facilitative Services									

<u>PI 2. Percentage of submitted grade</u>	Received and recorded gradesheets	100%	100% of received and	5	5	4.5	4.83	
<u>PI 4. Percentage of requests for re-issuance of Diploma prepared, processed, and released</u>	Received and recorded approved request re-issuance of diploma	100%	100% (87)	5	5	4.5	4.83	
<u>PI 6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards</u>	Received and recorded requests for data related to enrollment, graduation, academic, etc	100%	100%	5	5	5	5.00	
	Issuing, maintaining, retrieving and controlling controlled documents	100%	100%	5	5	4.5	4.83	
	Assigned of documents number and other coding controls for document coordination with the DRC	100%	100%	5	5	5	5.00	
	Internal documents in the office are	100%	100%	5	5	4.5	4.83	
<u>PI 7. Percentage of grade completion encoded and posted</u>	Received and record completion forms to student with INC grades from the department	100%	100% of (771 2nd sem 23-21,903, 1st sem 23-24, 54 mid year 23-24; 55 mid year 22-23	5	5	4.5	5.00	
<u>PI 8. Percentage of request for dropping facilitated, encoded and filed</u>	Record and facilitate approved dropping of subjects	100%	100% (248)	5	5	4.5	4.83	
<u>PI 11. Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed</u>	Record and facilitate approved LOA, readmission, shifting, clearance	100%	100% of LOA, readmission, shifting, and student clearance (LOA-212, READ-188, Shifting-310, Approved clearance 1,869	5	5	4.5	4.83	
<u>PI 19. Number of staff meetings conducted and facilitated</u>	Take down notes and prepare minutes of the Registrar's staff meeting	1	1	5	5	4	4.67	
<u>PI 20. Percentage of administrative documents acted within time frame</u>	Received and facilitated the signing of approval of documents	100%	100%	5	5	5	5.00	
	Facilitated submission of documents to QAC through regular audits	100%	100%	5	5	4.5	4.83	
	Received change of academic adviser	100%	100% of received change of academic adviser (355)	5	5	5	5.00	
	Typed communications/correspondence	100%	100%	5	5	5	5.00	
<u>PI 21. Percentage of action plans implemented and monitored as scheduled</u>		100%	100%	5	5	4.5	4.83	

	PI 22. Percentage of NCs received and acted	Received and recorded NCs	0%	100% of received and recorded NCs	5	5	5	5.00	
	PI 23. Percentage of CARs received and acted	Received and recorded CARs	0%	100% of received and recorded CARs	5	5	5	5.00	
OVPA MFO 2. Frontline Services									
OUR MFO 6: Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Client served with the day	Zero percent of complaints not acted		5	5	5	5.00	
Total Over-all Rating					5.00	5.00	4.75	4.90	

Average Rating (Total Over-all rating divided by # of Additional Points:		4.90	Comments & Recommendations for Development Purpose: Commendable records organization. Attend training and seminar						
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING		4.90							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated and Rated by:


RAYMUND M. IGCASAMA
University Registrar

Date: 1/15/25

1 - quality

2 - efficiency

Recommending Approval:

N/A
Dean/Director

Date: _____

3 - timeliness

4 - average

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs

Date: _____



VISAYAS
STATE UNIVERSITY

**UNIVERSITY
REGISTRAR**

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.851

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

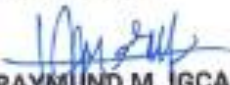
FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: OUTSTANDING

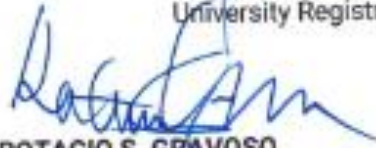
Prepared by:


JANNET LESLIE EVELYN S. CODOG
Admin Aide IV

Reviewed by:


RAYMUND M. IGCASAMA
University Registrar

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs