

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 July to December 2023

Approved: MIRIAM M. DE LA TORRE
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Receives and records of class rosters	90%	100% (311)	5	5	5	5	
		Receives and records of gradesheets	90%	100%	5	5	5	5	
		Receives grade completion forms of student with INC grades	90%	100% (695)	5	5	4	4.67	
		Receives application for graduation to students	90%	100%	5	5	5	5	
OUR MFO 2. Evaluation and Authentication Services		Receives Mails (form 137, PSA)	90%	100%	5	5	4	4.67	
	PI 1: Percentage of scholastic records/credit checked, evaluated, verified, signed and released	Stamps CTC on TOR, Diploma & Certification	90%	100%(36)	5	5	5	5	
OUR MFO3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Receives and records shifting form	90%	100% 152 (dated Aug. 9 students 1st sem SY 22-23. 2nd sem 143)	5	5	5	5	
	Information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issues, maintains, retrieves and controls documents	90%	100%	5	5	5	5	
		Assign documents number and other coding controls for document coordination with the DRC	90%	100%	5	5	5	5	
		Keeps, distributes, stores & disposes records according to the quality procedure	90%	100%	5	5	4	4.67	
OUR MFO4. Administrative and Facilitative Services		Reviews office documents in accordance to the quality procedure	90%	100%	5	5	4	4.67	
		Kept and filed controlled copy of internal documents	90%	100%	5	5	5	5	
		Take down notes and prepare minutes of the Registrar's staff meeting	90%	100%	5	5	5	5	

OUR MFO 5. Frontline Services	PI 3: Number of documents acted upon	Facilitates submission of documents to QAC through regular audits	90%	100%	5	5	4	4.67
		Receives change of academic adviser	90%	100% (20)	5	5	5	5
		Received approval sheet	90%	100% (25)	5	5	5	5
		Type communications/correspondence	90%	100%	5	5	5	5
		Receives and facilitated the signing of approval of documents	90%	100%	5	5	5	5
*accomplishment not included in the target	PI 5.1 Percentage of queries served on time	Attendees to various inquiries/request from parents, students and other clients attended meetings/ webinar	90%	100%	5	5	5	5
	PI 1: Efficient and customer-friendly frontline service	Client served with the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint	5	5	5	5
		Print of CORs of Students	0%	100%	5	5	4	4.67
		Validate student certificate of Registration	0%	100%	5	5	5	5.00
		Sorts freshmen credential SY 2023-2024	0%	100%	5	5	5	5.00
Total Over-all Rating								4.92

Average Rating (Total Over-all rating divided by # of Additional Points:		Comments & Recommendations for Development Purpose:	
Punctuality		Keep up the good work	
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Evaluated and Rated by:

MIRIAM M. DE LA TORRE
OIC, University Registrar

Date: 1/22/24
1 - quality
2 - efficiency
3 - timeliness
4 - average

Recommending Approval:

N/A
Dean/Director

Date: _____

Approved: *lej*

BEATRIZ S. BELONIAS
VP for Academic Affairs

Date: 01/25/24