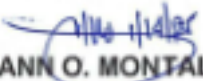


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **April Ann O. Montalban** of the Office of the University Registrar commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period **January 01, 2024 to December 31, 2024**.


APRIL ANN O. MONTALBAN
 Ratee

Approved: 
RAYMUND M. IGCASAMA
 Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
OUR MFO 1. Registration Services	PI 1: Percentage of projected students officially enrolled and registered	1. Checks and validates Certificate of Registration (COR) of assigned courses.	100%	100%	5.0	4.0	5.0	4.67	
		2. Coordinate with the Admission's Office regarding enrolment concerns	100%	100%	5.0	4.0	4.0	4.33	
OUR MFO 2. Graduation Services	PI 1: Percentage of students identified as candidates for graduation	1. Prepares list of candidates for graduation	100%	100%	5.0	5.0	5.0	5.00	66 of 4th & 6th yr. students
		2. Monitors and update students lacking requirements and inform the student of their deficiency	100%	100%	5.0	5.0	5.0	5.00	378 graduating & continuing students
	PI 2: Percentage of graduating students evaluated and identified as candidates for latin honors ranked and endorsed for approval	1. Determine and re-compute GPA and prepare list of candidates for latin honors of assigned courses	100%	100%	4.0	5.0	5.0	4.67	
	PI 4: Percentage of TOR prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Prepares and releases Transcript of Records (TOR) of graduating students on assigned courses	100%	100%	5.0	5.0	5.0	5.00	
		2. Checks entries in the TOR of graduating students	100%	100%	5.0	5.0	5.0	5.00	
	PI 1: Percentage of requests for scholastic records checked, evaluated and verified	1. Complies verification request of students and alumni as requested by employment agencies	100%	100% of request received	5.0	5.0	5.0	5.00	5 students verified as requested by the employment agencies
OUR MFO 3. Evaluation and Authentication Services		2. Assist in facilitating and authenticating TOR, diploma, and certification of students as requested	100%	100% of request received	5.0	5.0	5.0	5.00	1 graduate student

	PI 2: Percentage of students scholastic records evaluated for identification of academic status/standing	1. Evaluate records and accredit units earned by transferres	100%	100%	5.0	4.0	4.0	4.33	4 evaluated records of transferee students
		2. Checks and evaluates continuing students of assigned courses	100%	100%	5.0	5.0	4.0	4.67	658 continuing students
		3. Prepares checklist with grades of continuing students and determine if regular or irregular	100%	100%	5.0	4.0	4.0	4.33	285 continuing students
	PI 3: Percentage of identified delinquent students endorsed for guidance and counseling	1. Prepares list of delinquent students and endorse to the office of the Dean of Students	100%	100% of active students record	5.0	5.0	5.0	5.00	
OUR MFO 4: Student Records Management Services	PI 1: Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	1. Files (Registration Forms, COR, Transfer Credentials, PSA, Readmission, Nomination/change of GAC, approved LOA, etc. of assigned courses.	100%	100%	5.0	5.0	5.0	5.00	570 records updated
		2. Files application for graduation, clearance, approval sheets, tree planting, and other documents submitted by the graduating students.	100%	100%	5.0	5.0	5.0	5.00	28 students applied for graduation
		3. Identify and sort active and inactive students permanent records	100%	100%	5.0	5.0	4.0	4.67	570 records updated
		5. Ensure and secure the safety of the students permanent records.	100%	100%	5.0	5.0	5.0	5.00	312 new students
	PI 2: Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	1. Prepares permanent records of new students and files enrollment forms and other pertinent documents	100%	100%	5.0	5.0	5.0	5.00	312 1st yr. assigned students 1st sem 2024-2025
	PI 3: Percentage of student information encoded and stored in electronic copies	1. Update and encodes student personal information and thesis title in the Cumulus System	100%	100% active student records	5.0	5.0	5.0	5.00	
	PI 1: Percentage of online requests and email queries responded on time	1. Answer request and queries on time from different mediums	100%	100% of request received	5.0	5.0	5.0	5.00	35 clients (students/parents/acad. advisers)
	PI 4: Percentage of requests for re-issuance of Diploma prepared, processed, and released	1. Facilitate, prepares, and process requests for correction entry in student records	100%	100% of request received	5.0	5.0	5.0	5.00	2 continuing student
	PI 5: Percentage of requests for correction of names/personal data in school	1. Facilitate, prepares, and process requests for correction of name/personal data in school records	100%	100% of request received	5.0	5.0	5.0	5.00	1 continuing student

OUR MFO 5: Administrative & Facilitative Services	records facilitated, prepared, processed and released									
	PI 8: Percentage of request for dropping facilitated, encoded and filed	1. Checks student records and signs dropping of subjects form	100%	100% of required and request received	5.0	5.0	5.0	5.00	8 enrolled students 1st sem 2024-2025	
	PI 9: Percentage of Form 137 Officially requested for issuance	1. Prepares request of permanent records (F 137, TOR) of students from the last school attended	100%	100% of required and request received	5.0	5.0	5.0	5.00	72 SCUAA & continuing students	
	PI 11: Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed	1. Checks, countersigns and files student clearance readmission approved LOA, change major/minor field	100%	100% of required and request received	5.0	5.0	5.0	5.00	23 continuing students	
OUR MFO 6: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Served clientele within the day	0 not-acted upon validated complain	100% served	5.0	5.0	5.0	5.00	100%	
Total Over all Rating					4.96	4.85	4.64	4.82		
	Average Rating (Total Over-all rating divided by 4)									
Additional Points:									Comments & Recommendations for Development Purpose: <i>Commendable dedication on the delivery of services. Attend trainings and seminar for capacity building.</i>	
	Punctuality									
	Approved Additional points (with copy of approval)									
FINAL RATING				4.85						
ADJECTIVAL RATING				outstanding						

Evaluated & Rated by:

RAYMUND M. IGCASAMA

University Registrar

Date: 01/15/2025

Recommending Approval:

NA

Dean/ Director

Date: _____

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2024

Name of Staff: APRIL ANN O. MONTALBAN Position: ADMIN 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
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		59 yr				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		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: Dependable on the assigned tasks. Encourage to attend trainings and seminars. Encourage to take and pass the CSE exam.						


RAYMUND M. IGCASAMA
 Immediate Supervisor