



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

**Annex P**

Name of Administrative Staff: **MARWEN A. CASTAÑEDA**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.82                    | 70%                      | 3.374                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.94                    | 30%                      | 1.482                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.86</b>                             |

TOTAL NUMERICAL RATING: **4.86**

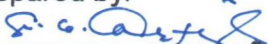
Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.86**


FINAL NUMERICAL RATING **4.86**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Name of Staff


Reviewed by:

  
**BEATRIZ S. BELONIAS**  
Department/Office Head

Recommending Approval:


**NA**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marwen A. Castañeda** of the Office of the University Registrar commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2020.

  
**MARWEN A. CASTAÑEDA**  
Ratee

  
Approved: **BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

| MFO & PAPs  | Success Indicators  | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---|---|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|   |   |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| OUR MFO 1: Registration and Graduation Services   |   |   |        |                       |                |                |                |                |         |
| Efficient conduct of enrollment of new freshmen, transferees and continuing students          | Number of new freshmen students, transferees and continuing students enrolled                             | Supervised the preparation and conduct of enrollment both manual and online.  | 3500   | 3939                  | 5              | 5              | 4              | 4.67           |         |
| Effective evaluation of graduating students   | Number of candidates for graduation endorsed to the academic council for approval of the Board of Regents | Supervised the evaluation and verification of the candidates for graduation   | 600    | 751                   | 5              | 4              | 4              | 4.33           |         |
| Efficient preparation and verification of transcript of records for graduating students       | Number of pages of transcript of records reviewed, checked and signed                                     | Reviewed and signed transcript of records prepared for graduating students  | 2000   | 3004                  | 5              | 5              | 4              | 4.67           |         |
| Complete diploma, diploma covers and transcript of records distributed to graduating students | Number of sets of diploma, diploma covers and transcript of records prepared                              | Supervised the preparation, verification, checking and distribution of diploma, diploma cover and transcript of records | 500    | 751                   | 5              | 4              | 5              | 4.67           |         |



**OUR MFO 2: Evaluation and Authentication Services**

|  |   |  |      |       |   |   |   |     |  |
|--|---|--|------|-------|---|---|---|-----|--|
| Issuance of complete and correct Transfer Credentials, TORs, and Certifications to clients | No. of Transfer Credentials, TORs (second or more copies), and certifications verified and checked  | Reviewed and signed transfer credentials, TORs (second or more copies), and certifications issued to clients | 2000 | 4,445 | 5 | 5 | 5 | 5.0 |  |
| Accurate list of candidates for Latin honors verified                                      | Number of tentative candidates for Latin Honors verified and presented to Honors and Awards Committee, Academic Council and endorsed for approval of the Board of Regents | Reviewed and verified tentative candidates for Latin honors  | 20   | 54    | 5 | 5 | 5 | 5.0 |  |

**OUR MFO 3: Students Records Management Services**

|   |  |  |      |       |   |   |   |      |  |
|---|--|--|------|-------|---|---|---|------|--|
| Organized, updated and secured student records                  | No. of student records of continuing and new students updated and filed  | Supervised that student records are organized and updated                        | 5000 | 7,124 | 5 | 5 | 4 | 4.67 |  |
| Statistical reports submitted are complete, accurate and timely | No. of statistical reports prepared and submitted to requesting agencies | Reviewed and certified statistical reports prior to submission to other agencies | 75   | 106   | 5 | 4 | 5 | 4.67 |  |

**OUR MFO 4: Administrative and Facilitative Services**

|   |  |   |              |              |   |   |   |     |  |
|---|--|---|--------------|--------------|---|---|---|-----|--|
| Improvement of procedures and systems of the office       | No. of improvements of the Registrar's Computerized System and online registration implemented | Met with computer programmer, faculty, staff involved in the system to discuss what improvements had to be done | 10           | 31           | 5 | 5 | 5 | 5.0 |  |
| Attendance to meetings, briefings, seminars and trainings | Number of meetings, briefings, seminars and trainings attended                                 | Attended meetings, briefings, seminars and trainings  | 30           | 56           | 5 | 5 | 5 | 5.0 |  |
| Efficient office management                               | Number of personnel directly supervised  | Supervises personnel of Registrar   | 12 Personnel | 12 Personnel | 5 | 5 | 5 | 5.0 |  |
| Regular conduct of staff meeting                          | Number of staff meetings conducted   | Prepare agenda, conduct meeting and minutes of meeting  | 5            | 5            | 5 | 5 | 5 | 5.0 |  |

| OUR MFO 5: Frontline Services                               |   |  |   |   |   |   |   |       |  |
|---|---|--|---|---|---|---|---|-------|--|
| Efficient & customer friendly frontline service             | Zero percent verified complaint from clients served                         | Attends to queries and consultation on personnel matters   | Zero percent verified complaints unresolved/unattended  | Zero percent verified complaints unresolved/unattended  | 5 | 5 | 5 | 5.0   |  |
| <b>Other Outputs</b>  |   |  |   |   |   |   |   |       |  |
| Introduction of effective innovations                       | Number of proposals or innovations being introduced                         | Formulate, seek approval of proposals, implement innovations for better office management and delivery of services | 2   | 3   | 5 | 5 | 5 | 5.0   |  |
| Guidance and Counseling                                     | Percentage of referred students and other clients counseled and followed-up | Counseled/followed-up referred students for re admission and coping adjustment due to the pandemic.                | 45% of referred students and other clients are attended | 45%   | 5 | 5 | 5 | 5.0   |  |
| <b>Total Over-all Rating</b>                                |   |  |   |   |   |   |   | 72.28 |  |
| <b>Average Rating (Total Over-all rating divided by 15)</b> |   | 4.82   |   | <b>Comments &amp; Recommendations for Development Purpose:</b><br><i>Ms. Castañeda is doing good as Univ. Registrar even if she is new to the position.</i> |   |   |   |       |  |
| <b>Additional Points:</b>                                   |   |  |   |   |   |   |   |       |  |
| <b>Approved Additional points (with copy of approval)</b>   |   |  |   |   |   |   |   |       |  |
| <b>FINAL RATING</b>   |   | 4.82   |   |   |   |   |   |       |  |
| <b>ADJECTIVAL RATING</b>                                    |   | Outstanding  |   |   |   |   |   |       |  |

Evaluated & Rated by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 12/1/20

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 12/1/20





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2020**

Name of Staff: **MARWEN A. CASTAÑEDA**

Position: **OIC Registrar**

**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 |

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.


Page 1 of 2

**FM-PRO-14**  
v1 05-27-2020

No. 267

| 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 : \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CASTAÑEDA, Marwen A.  
Performance Rating: January to June 2020

Aim: Ms. Castañeda will gain more knowledge in the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures in relation to registration and academic record keeping.

Proposed Interventions to Improve Performance:

Date: February 2020 Target Date: June 2020

First Step: Ms. Castañeda to attend seminars and/or trainings on latest policies or current trends in relation to registration and academic record keeping and releasing.

Result: Ms. Castañeda was not able to attend the suggested seminars/training sessions due to the pandemic where operations at the Registrar's Office were focused more on the hectic work adjustments and work from home schemes.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Ms. Castañeda be allowed to attend trainings/seminars as suggested.

Prepared by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Conforme:

  
**MARWEN A. CASTAÑEDA**  
Name of Staff