



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: **4.71**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.71**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CHONA A. BRIT
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President for SAS

DEAN OF STUDENTS OFFICE

Visayas State University, USSO, Baybay City, Leyte
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, of the **Dean of Students Office** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July** to **December 2024**.


CHONA A. BRIT
Ratee

Approved: 
CHRISTINA A. GABRILLO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODS STO1: ISO 9001:2015 aligned documents and compliant processes	PI.2 Number of quality procedures revised/improved	Revision/Registration of Quality Procedures	2	2	4	5	4	4.33	On-going
	PI.3 Percentage implementation procedures revised/registered at QAC	Implementation of procedures revised/registered at QAC	100% of procedures implemented	100%	5	5	5	5.00	
	PI.4 Number/Percentage of reports submitted on time to partner agencies and regulatory bodies	Prepare and submit reports to partner agencies and or other regulating bodies	100% reports submitted on time	100%	5	5	5	5.00	
	PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality kept intact and readily available to Auditor	Provide ISO evidences compliant to ODAS/HRM quality procedures	100% compliant	100%	5	4	5	4.67	
ODS STO2: ISO 9001:2015 ARTA aligned frontline services	PI.7 Efficient customer friendly frontline services	Provide Efficient customer friendly frontline services	Zero percent complaint	Zero percent complaint	5	4	5	4.67	

ODS STO3: 1SO 9001:2015 ARTA aligned frontline service	PI.8 Percentage of clients served that rated the services very satisfactory or higher	Guidance Counselor; Head, Student Welfare Services;	90 of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	5	5	5	5.00	
ODS GASS 1: 1SO Administrative and Support Services	PI.9 Number of administrative services and financial/administrative document acted within time frame	Approves payroll of Scholars, Student Assistants and JO Personnel	100%	100%	5	4	5	4.67	
	PI. 10 Number of formal/informal linkages with external agencies maintained	Create/Maintain linkages with other agencies	2	3	4	5	5	4.67	DOST, CSWDO and PGCA-EV
	PI 11. Number of Council/board/committee assignments served/functions performed	Performs other designated functions or special assignments	3	5	5	5	5	5.00	GAD, NAPB, ADPA, VASC, AACUP, WURI
	PI.12 Number of units/heads staff meeting presided	Conduct meeting with Guidance Counselors	2	2	4	5	5	4.67	2 –SWSO staff
	PI.13 Number of seminars conferences/trainings attended by DSO Staff	Attendance to trainings and conferences	1/year	2	5	5	5	5.00	PGCA Davao, Financia Mgt

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


**Comments &
Recommendations for
Development Purpose:**

*Great job for
always taking
the lead.*


Evaluated & Rated by:


CHRISTINA A. GABRILLO
Department/Unit Head
Date: _____

Recommending Approval:


CHRISTINA A. GABRILLO
Dean of Students
Date: _____

Approved by:


DR. ALELI A. VILLOCINO
Vice Pres. for Student Affairs & Services
Date: MAR 14 2025

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo

Number of Personnel: 8

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring July 8, 2024 July 11, 2024 July 29, 2024 Aug. 5, 2024 Aug. 12, 2024 Aug. 19, 2024 Sept. 2, 2024 Sept. 17, 2024 Sept. 30, 2024 Oct. 7, 2024 Oct. 14, 2024 Nov. 8, 2024 Nov. 25, 2024 Dec. 11, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACCUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
Coaching	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation

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

Conducted by:



CHRISTINA A. GABRILLO
Dean of Students

Noted by:



ALELI A. VILLOCINO
Vice-President, Student Affairs and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

Performance Rating: **OUTSTANDING**

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

Results:

- Mastery in the Flexible Delivery of Student Affairs and Services
- Revised testing program appropriate for the requirements of the degree program
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2024

Target Date: December, 2024

Next Step:

- Continue attending seminars-workshops for Student Affairs Practitioners
- Participate in training for certification as student affairs and services.

Outcomes:

- Improve programs for student scholarship grants and awards
- Improve programs for institutional student program & services


Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


CHRISTINA A. GABRILLO
Unit Head

Conforme:


CHONA A. BRIT
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2024

Name of Staff: Chona A. Brit Position: Guidance Coordinator 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

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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		58			
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		4.83			

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Printed Name and Signature
 Head of Office