



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHRISTIE CYRENE T. TAUY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.658

TOTAL NUMERICAL RATING: **4.658**

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING **4.658**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:


Christie Cyrene T. Tauy
Name of Staff


Manolo B. Loreto, Jr.
Dean of Students

Approved:


Aleli A. Villocino
Vice President, SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTIE CYRENE T. TAUY**, of the Office of the Dean of Students commits to deliver and agree to be rated on the attainment of the of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2020.

CHRISTIE CYRENE T. TAUY

Ratee

Approved:

MANOLO B. LORETO, JR.

Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Aligned Documents	Number of quality procedures/guidelines revised/updated for improvement/implementation	Updates/Creates procedure for online registration	1	1	4	4	5	4.33	
	Number of student services/programs made in a form of flyers and or uploaded online	Produces/Uploads flyers on student organization-related manuals/readings	1	1	4	5	5	4.67	
Aligned Fronline Services	Percentage compliance of reporting requirements	Submits required reports/documents on time	100%	100% reports submitted on time	5	4	4	4.33	
	Efficient and Customer Friendly	Responds efficiently/client-friendly	0% complaints	0% complaints	5	5	5	5.00	
Innovations & New Best Practices	Number of new systems/innovations/proposals introduced and implemented	Introduces/Implements new systems	1	1	4	5	5	4.67	
		Conducts survey/action research	1	1	4	4	4	4.00	
	Number of administrative services and	Checks/reviews dormitory/organization s' reports	55	62	5	5	4	4.67	


Administrative and Support Services	financial/administrative documents acted within time frame. Includes issuance of certificates	Signs clearance of students	500	404	4	3	3	3.33	
		Issues certificates for students/faculty/staff	60	65	5	5	5	5.00	
	Number of council/board/committee assignments served/functions	Serves as member of a committee	1	1	4	5	5	4.67	
Student Welfare Services	Number of guidance activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in guidance seminars/activities	2	2	4	5	5	4.67	
	Percentage of referred students/walk-in clients counseled	individual/group counseling-personal, social, career	90%	95%	4	5	5	4.67	
	Percentage of students followed-up and who availed of consultations	Conducts academic follow up and consultation	90%	95%	4	5	5	4.67	
Student Development Services	Percentage of student organization applicants recognized two weeks after the deadline of application	Evaluates/Screens application documents for recognition	50	54	5	5	5	5.00	
		Recognizes organization applicants as registered organizations	50	42	3	3	3	3.00	The schedule for approval application was moved to January 2021 due to changes in our school calendar activities
	Number of student organization community outreach activities coordinated	Coordinates/monitors community outreach activities including volunteerism	2	3	4	5	5	4.67	
	Number of student	Coordinates/Monitors student organization developmental activities	30	44	5	5	5	5.00	

	development activities eg. trainings/seminars/conf erences/tutorials, etc. conducted/endorsed/mo nitored	Conducts/Coordinates leadership seminars for student leaders	2	4	5	5	5	5.00	
		Evaluates/Endorses student leaders for attendance to seminars/trainings/ conventions/conferenc es	0	24	5	5	5	5.00	
		Total Over-all Rating							86.33


Average Rating (Total Over-all rating divided by number of raters)	4.54
Additional Points:	
Punctuality	
Additional points (with copy of approval)	
FINAL RATING	4.54
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose:
Must pursue graduate studies on Master of Arts major in Guidance and Counseling

Evaluated and Rated By


MANOLO B. LORETO, Jr.
Unit Head
Date: 3/29/21

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean, ODS
Date: 3/29/21

Approved by:


ALELI A. VILLOCINO
Vice-President for Student Affairs and Services
Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2020

Name of Staff: Christie Cyrene T. Tauy

Position: Guidance Counselor I

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				

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		4.92				

Overall recommendation : _____



MANOLO B. LORETO, JR.
Dean of Students

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHRISTIE CYRENE T. TAUY**

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, 2020

Target Date: December, 2020

First Step:

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

Results:

- Mastery in the OBE principles as it applies to student affairs and services
- Revised testing program appropriate for the requirements of the degree program in CAFS

Date: January, 2021

Target Date: June, 2021

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Participate in training for certification as student affairs and services specialist offered by the UST


Outcomes:

- Certified as Student Affairs and Services Specialist
- Improve programs for student welfare and development
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Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Christie Cyrene T. Tauy
Name of Ratee Staff