

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.40	70%	3.02
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: **4.48**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING **4.48**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Junito A. Panonce
Name of Staff

Reviewed by:

Manolo B. Loreto, Jr.
Department/Office Head

Approved:

Aleli A. Villocino
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUNITO A. PANONCE**, of the **Office of the Dean of Students** 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, 2022**.


JUNITO A. PANONCE
Ratee

Approved: 
MANOLO B. LORETO, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Percentage of clients served that rated the services rendered at least very satisfactory or higher	Planned and implemented Institutional Student Programs and Services	95%	95%	5.00	5.00	5.00	5.00	
Institutional Student Programs and Services	Number of students awarded with scholarship/grants and/or monitored	Awarded Student scholarships/grants and/or monitored	150 VSU-funded scholarship s; 50 CHED funded; 20 privately-funded	1, 427-VSU-Funded; 138-CHED; 33-Privately Funded; 134 - Other Agency Funded	5.00	4.00	1.00	3.33	
	Number of council/board/committee assignments served/functions performed	Served/Performed functions of committee assignments	2	5	5.00	4.00	4.00	4.33	
	Number of administrative services and financial/administrative documents acted within time frame	Acted administrative services and financial/administrative documents within time frame	100%	100%	5.00	5.00	5.00	5.00	


Institutional Student Programs and Services	Number of quality procedures revised/updated and registered at QAC	Revised/updated and registered at QAC quality procedures	1	1	3.00	3.00	3.00	3.00	
	Percentage of reports submitted on time to partner agencies and other regulatory bodies	Submitted reports on time to partner agencies and other regulatory bodies	100%	100%	5.00	5.00	5.00	5.00	
	Number of new systems/innovations/proposals introduced and implemented	Introduced and implemented new systems /innovations /proposals	1	1	5.00	5.00	5.00	5.00	
	Percentage implementation of processes in accordance with existing approved quality procedures	Implement processes in accordance with existing approved quality procedures	2	3	5.00	2.00	2.00	3.00	
Student Welfare Services	No. of raw scores converted to SAI, Per centile Rank and Stanine or Sten	Converted Raw Scores to School/Mental Ability Index, Percentile Rank and Stanine or Sten Scores	200	126	5.00	5.00	5.00	5.00	
Student Welfare Services	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	70	0	0	0	0	0	Postponed to 2 nd sem, 2022-23
Student Welfare Services	Number of guidance activities conducted and supported	Supported the conduct of guidance activities	2	8	5.00	5.00	5.00	5.00	
Student Affairs and Services	Number of research on student affairs and services conducted	Conducted research on student affairs and services	1	1	3.00	3.00	3.00	3.00	SOS-On Going
Total Over-all Rating								46.66	

Average Rating (Total Over-all rating divided by 11)		4.24
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.24
DJECTIVAL RATING		VERY SATISFACTORY


Comments & Recommendations for Development Purpose:

It is suggested that he has to complete his MA in Guidance and Counseling, hoping to comply the CMO 9, 2013

Evaluated & Rated by:


MANOLO B. LORETO, JR.
 Dept/Unit Head
 Date: 1/11/2023

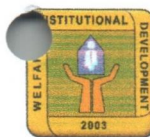
Recommending Approval:


MANOLO B. LORETO, JR.
 Dean, ODS
 Date: 1/11/2023

Approved by:


ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services
 Date: JAN 24 2023

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2022

Name of Staff: Junito A. Panonce

Position: Administrative Officer 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

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.

Total Score		56				
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		4.67				

Overall recommendation : _____

MANOLO B. LORETO, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNITO A. PANONCE**

Performance Rating: **Very Satisfactory**

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: January, 2022 Target Date: June, 2022

First Step:

- Orientation on the flexible delivery of student services.
- Participation in seminars and workshops on Flexible Delivery of 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

Date: July, 2022

Target Date: December, 2022

Next Step:

- Continue attending seminars-workshops on Flexible Delivery of Student Affairs and Services
- Participate in training for certification as student affairs and services


Outcomes:

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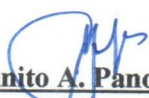
Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Junito A. Panonce
Name of Ratee Staff