



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	4.647	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


CHONA A. BRIT
Name of Staff

Reviewed by:



MANOLO B. LORETO, JR.
Dean of Students

Approved:



ALELI A. VILLOCINO
Vice President for Student Affairs & Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, 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 **January to June 2021**.


CHONA A. BRIT
 Ratee

Approved by


MANOLO B. LORETO, JR.
 Head of the Unit

MFO	MFO'S/PAPs Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	RATING				REMARKS
						Q	E	T	A	
	Student Welfare Services	Number of Guidance Activities Conducted	Acts as resource person; Disseminates information/respond to inquiries	5	6	4	5	5	4.67	2-Serbisyo Estudyante, (1) Coordinated with GAD 1-HS Parents and Teachers Consultation Student Services Days (coordinated 2 webinars on Mental Health) 1-Student Orientation
		Percentage of student counselled	Individual and Group Counseling	85 %	90% of students referred	4	5	5	4.67	
		Percentage of clients who need higher level of care or other resources referred/ assisted	Referral of clients to other professionals or other offices or agencies for assistance	95% of clients referred or assisted	96% of clients referred or assisted	4	5	5	4.67	Clients referred to Admissions, Registrar, Department/College
		Number of student surveys conducted related to mental health of students and intervention action implemented	Conduct of Survey and implementation of Interventions							Forms to be updated due to Data Privacy Act

		Percentage Completion of Revision of Student Handbook	Facilitate Review and Updating of the Student Handbook	100% of the draft submitted to UADCO						
	Administrative and Support Services	No. of council/board/committee assignments served/functions performed	Performs other designated functions or special assignments	2 Board and Committee Membership	2	4	5	5	4.67	2-GAD & VEFI BOD
		Number of seminars/conference/attended	Attendance to seminars/training trainings by Professional Organizations	1 seminar per year	0					1 scheduled this November
	ISO 9001:2015 aligned documents and compliant processes	Number of quality procedures reviewed/revise/updated and registered at QAC	Review, Updating and Revision of Student Welfare Service Procedures	1 quality procedure revised and submitted	1	4	4	4	4.00	Face to Face Counseling
		Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologist	Propose recruitment of RGC's with Academic rank and affiliation of RGC's in other Departments/Units	2 policies submitted	1	3	3	3	3.00	1 draft only
		Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Submits report for accreditation and as required by other agencies	100 % reports submitted on time	100% reports submitted on time	4	5	5	4.67	DOST Monitoring Report, , CHED SAS Assessment,
	ARTA aligned frontline services	Percentage of clients served that rated the services rendered at least very satisfactory or higher	Efficient & customer friendly frontline service	Zero percent complaint from clients unattended	0% complaint received	5	5	5	5.00	
	Innovations & new Best Practices Development Services	Number of new systems/innovations/proposals introduced and implemented	Implementation of Flexible Student Welfare Services	1 service or program implemented online	1 program implemented	4	5	5	4.67	Student Services Days

		Number of action research, conducted and analyzed	Conducts Action Research on Student Services	1 Action Research Conducted						
Total Over-all Rating									40.02	
				Comments & Recommendations for Development Purpose:						
Average Rating (Total Over-all rating divided by 9)		4.447		Must seriously consider to pursue doctorate in guidance and counseling						
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval) Head, OSWS		0.2								
FINAL RATING		4.647								
ADJECTIVAL RATING										
FINAL RATING										
ADJECTIVAL RATING		OUTSTANDING								

Evaluated and Rated by:



MANOLO B. LORETO, JR.

Unit Head

Date: Oct. 18, 2021

Recommending Approval:

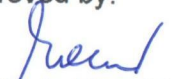


MANOLO B. LORETO, JR.

Dean, ODS

Date: Oct. 18, 2021

Approved by:



ALELI A. VILLOCINO

VP for Student Affairs

Date: 10/22/21

Note: Entries in blue color is postponed to July-December accomplishments



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2021

Name of Staff: Chona A. Brit

Position: Guidance Counselor 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		60				
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		5.00				

Overall recommendation : _____



MANOLO B. LORETO, JR.

Printed Name and Signature
Head of Office

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: January, 2021 Target Date: June, 2021

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 OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2021

Target Date: December, 2021

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days


Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program


Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Chona A. Brit
Name of Ratee Staff