



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERIAM M. LUNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.61	70%	3.23
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
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:

  
**Meriam M. Luna**  
Name of Staff


Reviewed by:

  
**Manolo B. Loreto**  
Department/Office Head

Recommending Approval:

  
**Manolo B. Loreto**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

**"Exhibit B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM**

I, **Meriam M. Luna** of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July** to **December**, 2019.

  
**MERIAM M. LUNA**  
 Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
<b>Efficient and customer-friendly frontline service</b>	Zero complaint from clients served	Administrative Aide/Staff	No complaint	0	5	5	5	5.00	
<b>Student Development and Welfare Support</b>	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Serves as committee member of seminar for staff & students	1	3	5	4	4	4.33	
	No. of poor/disadvantaged students served by support services for non-academic needs	Process and approves applications for dormitory/cottage residency and transients as authorized by the Dean of Students	500	550	4	5	4	4.33	

<b>Student Services</b>	Issuance of requested certificates/excuse letters/good moral and other documents of the same nature	Issues of Certificates (CGMC, CA, Student Housing, Insurance & Scholars etc.)	250	400	5	4	4	4.33	
		Issues of Excuse letters	7	10	4	5	5	4.67	
		Issues of call slips	4	4	5	4	4	4.33	
		Interview & recommend students for ID replacement	80	113	5	5	5	5.00	
	Number of financial/administrative documents prepared	Prepared Payrolls-Students Assistant, Job Orders, Honorarium & etc.	70	82	5	5	4	4.67	
		> Encoded Scholars on Credit System for Land Bank of the Phil. for all VSU Scholars' stipend (University, College, Academic, Varsity & USSC) on monthly basis	500	556	5	5	5	5.00	
		Prepared Vouchers/Travel Papers/PRs/RIS/Reimbursement & others	35	95	5	4	5	4.67	



**Administrative  
Services**

Number of appointments/contracts prepared	Prepared Appointment of DBGF, Campus Ministers, Organization Advisers', Dormitory Advisers', Casual & Job Orders	60	111	5	5	4	4.67	
Number of PPMP prepared	Prepared PPMP of USSO, Admissions, PESO, Guidance, Testing, Dormitories & etc.	6	12	5	5	4	4.67	
Number of Communication/Documents Prepared	Prepared & Type different notice of meetings, request for overtime, travel orders, Memorandum, OIC & others	150	180	5	4	5	4.67	
Number of Communication/Documents Logged/Encoded	Recording of incoming/outgoing documents	800	860	4	4	5	4.33	
	Encoded Quality Records Matrix of ISO incoming/outgoing documents	700	750	5	5	4	4.67	
Number office documents-communications, memo, reports & others filed.	Filing of office documents-communications, memo, reports & others.	1500	1600	4	4	4	4.00	

	Facilitates and screens clients of the Dean of Students.	Facilitating and screen clients of the Dean of Students	2500	2800	5	5	5	5.00	
Total Over-all Rating								78.33	
Average Rating (Total Over-all rating divided by 17)			4.61		<b>Comments &amp; recommendation for development purpose:</b> Must be trained on document management and filing especially now that we are moving towards internalization				
Additional Points:									
Approved Additional Points (with copy of approval)									
FINAL RATING			4.61						
ADJECTIVAL RATING			OUTSTANDING						

Evaluated and rated by:



MANOLO B. LORETO, JR  
Dean, USSO  
Date Feb. 12, 2020

Recommending Approval:



MANOLO B. LORETO, JR.  
Dean, USSO  
Date: Feb. 12, 2020

Approved by:



BEATRIZ S. BELONIAS  
Vice President for Instruction  
Date: \_\_\_\_\_





Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: Meriam M. Luna

Position: Admin. Aide 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	5	4	3	2	1

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**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





office or satisfaction of clientele					
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>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	4.92				

Overall recommendation : Needs training on office and records management due to ISO accreditation

**MANOLO B. LORETO JR.**

Name of Head

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## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MERIAM M. LUNA**

Performance Rating: **OUTSTANDING**

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: January, 2019 Target Date: June, 2019

### **First Step:**

- Participation in workshop-seminars on team building
- Participation in workshop-seminars on databasing of vouchers, payrolls, and other documents
- Reorientation on the proper management and filing of office hard copy documents

### **Results:**

- Capacitated in handling office documents

Date: July, 2019

Target Date: December, 2019

### **Next Step:**

- Continue attending seminars on proper handling of office documents through the ISO process

### **Outcomes:**

- Traceability of documents
- Improved customer services and values to work
- Knows how to protect soft files

### **Final Step/Recommendation:**

- Be converted from casual to regular employee

Prepared by:



**Manolo B. Loreto**

Unit Head

Conforme:



**Meriam M. Luna**

Name of Ratee Staff