COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **NORMA O. VILLAS**

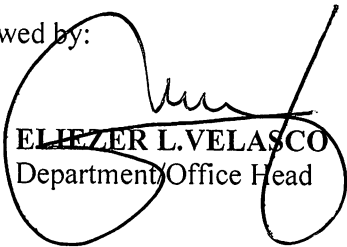| Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74
Add: Additional Approved Points, if Any:
TOTAL NUMERICAL RATING: 4.74
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

NORMA O. VILLAS
Name of Staff

Reviewed by:

ELIEZER L.VELASCO
Department/Office Head

Recommending Approval:

NA
Dean/Director
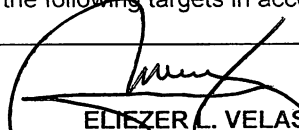
APPROVED:

BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I,Norma O. Villas, of the Registrar's 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 1, 2018 to December 2018

NORMA O. VILLAS
Ratee

Approved:

ELIEZER L. VELASCO
Head of Unit

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
Receiving/Information	No. of reports	Preparation of office reports	20	40	5	5	5	5.00	
	No. of comm./ correspondence	Types communications/correspondence	30	47	5	5	5	5.00	
	A/ No. of TOR/ Form 137-A. birth certificates and request for TOR received and recorded	Recieves and records TOR/ FORM 137-A Birth Certificates and requests for TOR from school principals and students	550	680	5	5	4	4.67	
	No. of documents facilitated for signature & approval	Recieves and facilitates the signing and approval of documents	7,000	10,000	5	5	5	5.00	
	No. of communications and documents	Maintaining files of communicatins and documents	400	610	5	5	4	4.67	
	No. of inquiries / requests	Attending to various inquires/requests from parents, students and other clients	1,400	2,500	5	5	5	5.00	
	No. of requests, vouchers and communications	Follow-up requests, vouchers and communications	150	210	5	5	4.5	4.83	
	No. of diploma folders and other materials	Preparattion of diploma folder and other materials for graduation							
	No. of communications, memo.	Routing of communications, memo to all Registrar's staff for information	50	75	5	5	5	5.00	
	No. of clients	Attends to clients transacting business through the phone	800	1,100	5	5	5	5.00	
	No. of meetings/ appointments	Jotting reminders to Registrar's meeting/appointments	30	50	5	5	5	5.00	
	No. of DTRs	Checks DTRs of Registrar's staff before submitting for signature	120	155	5	5	5	5.00	
	No. of pages of the minutes	Take down notes and prepare minutes of the Registrar's staff meetings	2	3	5	5	4	4.67	
	No. of pages	Sorting mimeographed copies of midterm and final exam schedule, blocked and dept'l schedule, official list, candidates for graduation and other office forms	2,500	3,600	5	5	4	4.67	
	No. of class rosters and gradesheets	Receiving and recording class rosters and gradesheets	200	330	5	5	5	5.00	
	No. of communications received and recorded	C.INFORMATION AND RECORDS MANAGEMENT C-1 Receiving and recording incoming and outgoing communications/documents	6,000	8,100	5	5	5	5.00	

MFO	Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
		D. PREPARATION OF STANDARD GOVERNMENT FORMS							
	No. of trip tickets	D1- Trip Tickets	2	5	5	5	4	4.67	
	No. of RIS	D2- RIS	2	6	5	4	4	4.33	
	No. of travel order	D3- Travel Order	2	4	5	4	4	4.33	
	No. of Itenerary	D4- Itenerary of Travel	2	4	5	4	4	4.33	
	No. of Certificate of travel	D5- Certificate of Travel Completed	2	4	5	4	4	4.33	
	No. of Cash Advance	D6- Cash Advance	1	3	5	5	5	5.00	
	No. of payroll	D9- Payroll	15	25	5	5	4.5	4.83	
	No. of request	D11- Request of Overtime	3	5	5	5	5	5.00	
	No. of PR	D13- PR	12	20	5	4	4	4.33	
	No. of PO	D14- PO	1	1	5	4	4	4.33	
	No. of OR / BUR	D16- OR/BUR	25	55	5	4.5	4	4.50	
	No. of DV	D17- DV	15	25	5	4.5	4	4.50	
	No. of Inspection report	D18- Inspection and Acceptance report	10	20	5	4.5	4	4.50	
	No. of Claims/ Reimbursements	D19- Claims/ Reimbursements	5	11	5	4	4	4.33	
	No. of APP	H. PREPARATION OF PLANS AND REPORTS H21- APP	4	6	5	4	4	4.33	
	No. of documents submitted/retrieved	K. OTHER SERVICES K1. Messengerial	150	350	5	5	4	4.67	
	No. of messages received and recorded	K5a. Telefax messages							
	No. of messages sent	K5b. Telefax							
Total Over-all Rating	Total Over-all Rating				5	4.69	4.42	4.70	

		Target	
Average Rating (Total Over-all rating divided by 4)		4.70	
Additional Points:			
	Punctuality		
	Approved Additional points (with copy of approval)		
FINAL RATING	**FINAL RATING**	4.70	
ADJECTIVAL RATING	**ADJECTIVALRATING**	**OUTSTANDING**	

Comments and Recommendations for Development Purpose:

The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of their duties and responsibilities.

Evaluated & Rated by:

ELIEZER L. VELASCO
Dept./Unit Head

Date:_____

Recommending Approval

NA

Date:_____

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction

Date:_____

1 – quality
2 – Efficiency
3 – Timeliness

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July – December 2018**
Name of Staff: **NORMA O. VILLAS** Position: **Admin. Aide VI**
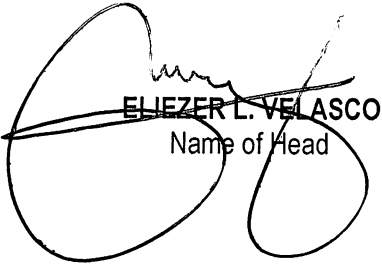**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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	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	58				
Average Score	4.83				

Overall recommendation : _____

ELIEZER L. VELASCO
Name of Head

2

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORMA VILLAS
Performance Rating: OUTSTANDING

Aim: _To maximize the productivity potential of Registrar's Office Staff_

Proposed Interventions to Improve Performance:

Date: August 10, 2018   Target Date : December 11, 2018

First Step:

Gather all the staff for Staff meeting to have a collective assessment on how far have they gone in terms of their respective individual target during the First Semester 2018-19 until the enrollment for Second Semester 2018-19. Informing the whole staff that starting enrollment for 1st Sem we will be using and migrating to Cumulus One program, and putting into effect **On-Line Enrollment,** the training they have attended can greatly be applied to the implementation of the new system.

Result:
Identification, classification of documents received from different sources : student credentials, from different colleges and universities (local and international), employment verification from companies, and from different offices within the university and have it filed in its corresponding folders

Date: October 13, 2018   Target Date: December 11, 2018

Next Step:

Individual consultation of staff in my office in order to come up with a positive assessment on the duties and responsibilities that are assigned to her. If ever there are things to be improved she will be aware so that she will be able to make the necessary action .

Outcome: Identification and classification of document received from different sources and make the filing system easier, efficient and systematic for easy retrieval when needed.

Final Step/Recommendation:
Since records keeping and management requires constant training to keep abreast on the latest professional practice of managing the records of the Registrar's Office , I would suggest that some staff of the office should be given the chance to attend training of this kind.

Conforme: NORMA VILLAS

Prepared by: ELIEZER L. VELASCO
Unit Head