



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.388
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

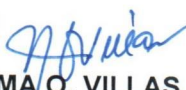
TOTAL NUMERICAL RATING: 4.84

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.84

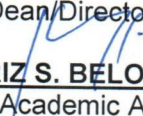
FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:   
**NORMA O. VILLAS**  
Name of Staff

Reviewed by:   
**MARWEN A. CASTANEDA**  
Department/Office Head

Recommending Approval:

Approved: NA  
Dean/Director  
  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

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 - December 2020

  
**NORMA O. VILLAS**  
 Ratee

Approved:   
**MARWEN A. CASTANEDA**  
 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 <sup>4</sup>	
Registration and Graduation Services	Percentage of Enrollment and graduation materials prepared	Preparation of enrollment and graduation materials	45%	46%	5	5	5	5.00	
Administrative and Facilitative Services	No. of reports	Preparation of office reports	15	16	5	5	5	5.00	
	No. of comm./ correspondence	Types communications/ correspondence	25	30	5	5	5	5.00	
	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	750	1,666	5	5	5	5.00	
	Percentage of documents facilitated for signature & approval	Recieves and facilitates the signing and approval of documents	45%	47%	5	5	5	5.00	
	Percentage of communication and documents	Maintaining files of communications and documents	44%	45%	5	5	4	4.66	
	Percentage of inquiries / requests	Attending to various inquires/requests from parents, students and other clients	45%	46%	5	5	5	5.00	
	Percentage of requests, vouchers and communications	Follow-up requests, vouchers and communications	45%	47%	5	5	5	5.00	
	No. of communications, memo.	Routing of communications, memo to all Registrar's staff for information	30	36	5	5	5	5.00	
	Percentage of of clients	Attends to clients transacting business through the phone/IP messages	45%	48%	5	5	5	5.00	
	No. of meetings/ appointments	Jotting reminders to Registrar's meeting/appointments	40	41	5	5	5	5.00	
	No. of DTRs	Checks DTRs of Registrar's staff before submitting for signature	132	133	5	5	4	4.66	
	Percentage of copies	Sorting printed copies of office forms	45%	46%	5	5	4	4.66	
	No. of class rosters and gradesheets	Receiving and recording class rosters and gradesheets	300	305	5	5	4	4.66	



MFO/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	No. of communications received and recorded	C. INFORMATION AND RECORDS MANAGEMENT C-1 Receiving and recording incoming and outgoing communications/documents	3,000	3,200	5	5	4	4.66	
		D. PREPARATION OF STANDARD GOVERNMENT FORMS							
	No. of travel order	D2- RIS	4	4	5	5	5	5.00	
	No. of Itinerary	D3- Travel Order							
	No. of Certificate of travel	D4- Itinerary of Travel							
	No. of Cash Advance	D5- Certificate of Travel Completed							
	No. of payroll	D6- Cash Advance	1	1	5	4	4	4.33	
	No. of request	D9- Payroll	19	22	5	5	5	5.00	
	No. of PR	D11- Request of Overtime	3	3	5	5	5	5.00	
		D13- PR	15	29	5	5	4	4.66	
	No. of DV	D16- OR/BUR	40	41	5	5	4	4.66	
	No. of Inspection report	D17- DV	14	16	5	5	5	5.00	
	No. of Claims/ Reimbursements	D18- Inspection and Acceptance report	7	8	5	4	4	4.33	
		D19- Claims/ Reimbursements	8	8	5	5	5	5.00	
	No. of APP	H. PREPARATION OF PLANS AND REPORTS H21- APP	6	6	5	5	5	5.00	
	Percentage of documents submitted/ retrieved	K. OTHER SERVICES K1. Messengerial	45%	47%	5	5	4	4.66	
Total Over-all Rating									
Average Rating (Total Over-all rating divided by 4)					5	4.92	4.61	4.84	
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Outstanding

Comments & 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 her duties and responsibilities.

Evaluated & Rated by:

*M. A. Castañeda*  
**MARWEN A. CASTAÑEDA**  
 Dept./Office Head

Date: *25 Jan 2021*

Recommending Approval

NA  
 Dean/Director

Date: \_\_\_\_\_

Approved by:

*B. S. Belonias*  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

Date: *26/1/21*

1-Quality

2 Efficiency

3 Timeliness

4 Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2020**

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

Position: **Adm. 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				

**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.

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 : \_\_\_\_\_

  
**MARWEN A. CASTAÑEDA**  
 Printed Name and Signature  
 Head of Office

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VILLAS, Norma O.  
Performance Rating: July to December 2020

Aim: Ms. Villas to prepare herself for her mandatory retirement next year.

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: November 2020

First Step: Ms. Villas needs to attend pre and post retirement seminars.

Result: Ms. Villas was not able to attend the post-retirement seminar due to the Pandemic. However, she was able to attend the ISO 9001:2015 Awareness/Reawareness last Nov. 27, 2020.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step:

Outcome: \_\_\_\_\_


Final Step/Recommendation:

Ms. Villas be allowed to attend retirement related seminars as suggested.

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Unit Head

Conforme:

  
**NORMA O. VILLAS**  
Name of Staff