



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARY ANN G. COBICO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.45	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: **4.52**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.52**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Mary Ann G. Cobico
Name of Staff

Reviewed by:

Manolo B. Loreto, Jr.
Department/Office Head

Recommending Approval:


Manolo B. Loreto, Jr.
Dean/Director

Approved:


Beatriz S. Belonias
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY ANN G. COBICO**, of the **ODS** 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, 2020.**


MARY ANN G. COBICO
 Ratee

Approved:


MANOLO B. LORETO, JR.
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly service	Zero complaint from clients served	Planned and implemented Institutional Student Programs and Services	No complaint	No Complaint	5	5	5	5.00	
Recruitment and Admission Services	Number of incoming students evaluated in terms of entrance exam requirements	Evaluates the credentials of examinee	250	390	5	4	4	4.33	Attending Saturday classes
Student Welfare Services	Number of guidance activities conducted	Conducts online guidance initiated by ODS. Acts as facilitators/speaker/committee member	1	3	5	5	5	5.00	
		Conducts guidance activities as requested by other offices. Acts as resource person, disseminates information/inquiries	2	3	5	4	4	4.33	
	Number of students availed the guidance services	Acts as facilitator/resource person, disseminates information online	1000 views	17,000 views	5	5	5	5.00	


Student Welfare Services	Number of students counseled	Individual and group counseling (personal, social, academic, career) both offline (face-to-face) and online platforms	3%	7%	5	5	5	5.00	
	Percentage of students with academic deficiencies counseled and followed up	Counseling referred students with academic deficiencies	60%	100%	5	4	4	4.33	
	Percentage of students given career counseling	Interprets test results and conducts counseling to those who wish to shift programs	100% referred	100%	5	5	4	4.67	
Career and Job Placement Services	Number of established linkages with employers, seminars, job fair/ job seeking conducted	Establishes/maintains linkages with industries	5	6	4	4	4	4.00	No definite target until Dec 2020
		Conducts job fair/special recruitment activities	1	1	4	5	4	4.33	
		Conducts job seeking seminar/pre-employment seminar	0	0					No definite target until Dec 2020
		Prepares career materials such as brochure and power point presentations	2	2	4	4	4	4.00	
General Administration and Support Services	Number of program/institutional accreditation or assessment related process supported	Improves processess and provides supporting documents needed	2	2	4	5	4	4.33	
Continual Quality Improvement	Number of USSO Procedures and Guidelines reviewed	Reviewed and improved USSO procedures and guidelines	2	2	4	5	4	4.33	

Other Accomplishments	Number of seminars/training or workshop invited as experts or resource person	Conducted online seminar	1	0	3	4	4	3.67	The invitation was not pushed through
Total Over-all rating								62.33	

Average Rating (Total Over-all rating divided by 14)	4.45
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.45
ADJECTIVAL RATING	Very Satisfactory


Comments & Recommendations for Development Purpose: Must complete the master's degree program in psychology

Evaluated and Rated By


MANOLO B. LORETO, Jr.
 Unit Head


Date: _____

Recommending Approval:


MANOLO B. LORETO, Jr.
 Dean, USSO

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice-President for Instruction
 Date: 12/12/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

Name of Staff: Mary Ann G. Cobico

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		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: MARY ANN G. COBICO

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, 2020 Target Date: June, 2020

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, 2020

Target Date: December, 2020

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:


Mary Ann G. Cobico
Name of Ratee Staff