VISAYAS
STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
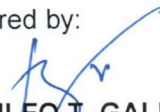
Annex P

Name of Administrative Staff: **ARNULFO T. GALENZOGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.667	70%	3.267
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.450
TOTAL NUMERICAL RATING			4.717

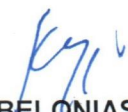|	
TOTAL NUMERICAL RATING:	4.717
Add: Additional Approved Points, if any	
TOTAL NUMERICAL RATING	4.717
FINAL NUMERICAL RATING	4.717
ADJECTIVAL RATING	Outstanding

Prepared by:

ARNULFO T. GALENZOGA
Admin. Asst. 2

Reviewed by:

MARWEN A. CASTAÑEDA
University Registrar

Recommending Approval:
NA

Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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.

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO T. GALENZOGA, 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 January 1 to June 30, 2020

ARNULFO T. GALENZOGA
Ratee

Approved: **MARWEN A. CASTAÑEDA**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	Q[1]	E[2]	T[3]	A[4]	REMARKS
MFO 1. Registration and Graduation Services	1	PI 1: Percentage of students officially enrolled and registered	Prepares Schedule of Classes (College & Senior High School)	45%	50%	4	4	5	4.33	
			> Collates course offerings of different curricular programs							
			> Projects number of sections by subject & by department							
			> Encodes new subjects, descriptive title, etc. to Foxbase (Class scheduling system)							
			> Encodes new subjects, descriptive title, etc. to Cumulus (Enrollment system)							
			> Plotting of schedule by Course, year level. major & section using Foxbase (class scheduling system)							
			> Process class schedule							
			> Prepares the tentative class schedule by deparment and block in MS Word format							
			> Presents the tentative class schedule to departments concerned for correction, if any.							
			> Updates the returned class schedule with correction							
			> Processed and finalized the class schedule							
			> Prepares final block and departmental schedule in MS Word format for posting in VSU Website and distribution to departments concerned							
			> Encodes class schedules, class size, etc. to Cumulus (enrollment system)							
			> Checks & reviews the encoded schedules by block and by department							
	2		Encoding of subjects students enrolled	45%	50%	5	5	5	5.00	
	3		Updates and monitors class size by section during registration	45%	50%	4	4	5	4.33	
	4		Prints COR of students	45%	50%	5	5	5	5.00	

Approved: **MARWEN A. CASTAÑEDA**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q[1]	E[2]	T[3]	A[4]	
	5		Prepares statistical reports of enrollment daily for updating	45%	50%	5	5	5	5.00	
	6		Prepares the enrolment list of students in Word and Excel format	45%	50%	5	5	5	5.00	
	7		Encoding of application for adding/changing/withdrawal of subjects	45%	50%	5	5	5	5.00	
	8		Prepares Examination Schedule (College & Senior High School)	45%	50%	4	4	5	4.33	
			MIDTERM and FINAL EXAM							
			> Prepares blocked schedules as guide							
			> Updates instructors, class schedules in Cumulus							
			> Generates & converts Cumulus data to Foxbase in plotting exam schedule							
			> Updates the rooms & instructors of exam schedule							
			> Updates date of exam by block schedule							
			> Plotting of exam schedule by subject, course, year level, major & section							
			> Plotting of exam schedule by room assignment using Foxbase (class scheduling system)							
			> Plotting of exam schedule by instructors							
			> Process examination schedule							
			> Prepares the tentative exam schedule sorted by department & subject in MS Word format							
			> Presents the tentative exam schedule to departments concerned for correction, if any.							
			> Updates the returned exam schedule with corrections							
			> Processed and finalized the exam schedule in MS Word format for posting in VSU Website and distribution to departments concerned							
	9	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Updates scholars GPA and total units enrolled by term as provided by USSO.	45%	50%	5	5	5	5.00	
	10		Prepares and processed GPAs of all graduating students	45%	50%	4	4	5	4.33	
			> Extracts data from SRMS for conversion							

ARNULFO T. GALENZOGA
Ratee
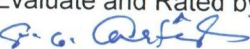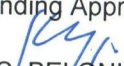
Approved: **MARWEN A. CASTAÑEDA**
University Registrar

MFO/PAPs			SUCCESS INDICATORS		TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLIS HMENT	Q[1]	E[2]	T[3]	A[4]	REMARKS
				>	Converts SRMS data to Foxbase in processing GPAs of graduating students							
				>	Segragates GPAs qualified for honors							
				>	Generates report to course evaluators for re-checking/guide/reference							
	11	**PI 4:** Number of times graduation/commencement related activities are			**Prepares the list of candidates for graduation for rehearsal and commencement program**	19 pages	25 pages	5	5	5	5.00	
MFO 2. Evaluation and Authenticati on Services	12	**PI 1:** Percentage of scholastic records/credits checked, evaluated, verified, signed and released			**Prepares list of student with scholastic delinquency**	45%	50%	4	4	5	4.33	
				>	Extracts data from SRMS for conversion							
				>	Processed the data and generates the list with scholastic deficiencies to course evaluators for checking/guide/reference							
	13	**PI 2:** Percentage of prospective honor graduates identified, ranked, and results reported			**Prepares and processed GPAs of all graduating students**	45%	50%	4	4	5	4.33	
				>	Extracts data from SRMS for conversion							
				>	Converts SRMS data to Foxbase in processing GPAs of graduating students							
				>	Segragates GPAs qualified for honors							
				>	Generates report to course evaluators for re-checking/guide/reference							
MFO 4. Administrati ve and Facilitative Services		**PI 3:** Number of documents acted upon			**CHED On Line submission of reports using the CHECKS program**	system suspended as of this moment						
				>	Report of inventory of laboratory units actually enrolled by curricular program & major discipline							
				>	Reports of actual inventory of lecture units enrolled by currricular program & major discipline							
				>	Report on enrolment data by curricular program & major discipline for the last 3 school years & current semester							
				>	A report on list of graduates by degree program, major discipline for the last 4 years.							

ARNULFO T. GALENZOGA
Ratee

Approved: **MARWEN A. CASTAÑEDA**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLIS HMENT	RATING				REMARKS
						Q^1	E^2	T^3	A^4	
14			DBM Required Reports:	33 p;rograms	43 programs	4	5	5	4.67	
			> Report on projected enrolment of all courses for the last 3 academic years							
			> Report on projected total units enrolment by degree program for 3 academic years							
			> Consolidates report on FTE of main & external campus							
			> Report on unweighted and weighted enrolment by program level, sex and discipline							
15			Prepares & accomplish report of foreign students to CHED,NBI,NICA & BI	3	4	4	4	5	4.33	
16			Assists students conducting research required in their classes/degree.	15	20	4	4	5	4.33	
		Total Over-all Rating				71	72	80	74	
						4.44	4.50	5.00	4.646	

Average Rating (Total Over-all rating divided by 4)	4.646
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
To attend work related trainings/seminars

Evaluate and Rated by:

MARWEN A. CASTAÑEDA
University Registrar

Date:_____

Recommending Approval:

NA
Dean/Director

Date:_____

Recommending Approva

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date:___12/4/20___

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

VISAYAS
STATE UNIVERSITY

PERSONNEL RECORDS AND
PERFORMANCE EVALUATION OFFCE
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – July 2020**
Name of Staff: **ARNULFO T. GALENZOGA**   Position: **Admin. Asst. 2**

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.

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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	4.833				

Overall recommendation   : _____

MARWEN A. CASTAÑEDA
University Registrar

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GALENZOGA, Arnulfo T.**
Performance Rating: January to June 2020

Aim: Mr. Galenzoga will gain more knowledge in latest computer programs
in generating data for reports analysis that will lead the office's improved
data reporting system.

Proposed Interventions to Improve Performance:

Date: _February 2020_   Target Date: _June 2020_

First Step: Mr. Galenzoga to attend latest data analysis related seminars/trainings.

Result: Mr. Galenzoga was not able to attend the suggested seminars/training
sessions due to the pandemic where operations at the Registrar's Office were
focused more on the hectic work adjustments and work from home schemes.

Date: _____   Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:
Mr. Galenzoga be allowed to attend trainings/seminars as suggested.

Prepared by:

MARWEN A. CASTAÑEDA
Unit Head

Conforme:

ARNULFO T. GALENZOGA
Name of Staff