COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: _Aniceto D. Tan_
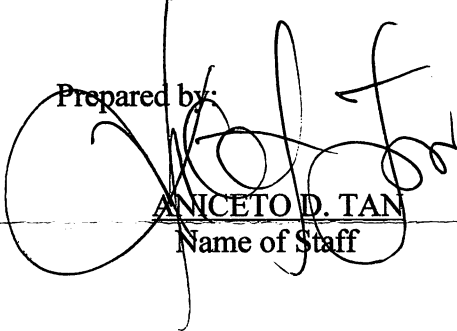
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			**4.75**

TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING   4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

ANICETO D. TAN
Name of Staff

Reviewed by:

ELIEZER L. VELASCO
Department/Office Head

Recommending Approval:

_____
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Aniceto D. Tan, 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 Jan. 1 , 2018 to June 31, 2018.

Approved:

ANICETO D. TAN
Ratee

ELIEZER L. VELASCO
Head of Unit

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
Database management of student records	No. of diplomas checked	Files approved readdmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	125	185	4	5	5	4.67	
	No. of clearance of students checked and countersigned	Files approved readdmission shifting, Form 13-A, transfer credentials and other documents in the permanent record	95	180	5	5	4	4.67	
	No. of records verified	Verification of grades and deficiencies/ INC grades	100	142	4	5	4	4.33	
	No. of students records rearranged/files	Re-arrange students record based on the enrollment list every start of the term	4,100	4,687	4	5	4	4.33	
	No. of record envelopes replaced	Replacing the worn-out/ torn record envelopes with new one	15	20	4	4	4	4.00	
	No. of record transferred to inactive files	Transfer records of students not currently enrolled to inactive files	200	263	5	5	4	4.67	
	No. of completion forms of INC grades issued	Issues completion of forms to students	900	1,300	5	4	5	4.67	
	No. of completion grade report received	Receives and records report of completion grade of students	900	1,313	5	5	5	5.00	
	No. of completion grades posted	Posts completion grades to students records grade sheets, Form 19	980	1,425	4	4	4	4.00	
	No. of reports grades sorted	Sort reports of grades for students and parents	4,000	5,250	4	5	5	4.67	
	No. of copies of grades prepared and mailed	Prepares parents copies of grades for mailing	3,600	5,250	5	5	4	4.67	
	No. of enrolment forms/report of grades filed	Filling in the permanent records the enrolment forms/report of grades	600	800	4	5	5	4.67	
	No. of enrolment form issued	Issuance of enrolment form for readmission	65	83	4	5	4	4.33	
	No. of TOR checked and countersigned	Checks and countersigned Transcript of Records	150	263	4	4	4	4.00	
Student record evaluation	No. of records checked and identified	Checks records and identify inactive students with no Form 137-A/ TOR	75	100	4	5	4	4.33	
Database management student records	No. of diplomas checked	Checking of entries in the diploma of graduating students	500	600	4	5	4	4.33	
	No. of grades printed (by semester)	Printing of Students	150	195	5	4	5	4.67	

MFO	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	No. of official list, grade sheets and Form-19 for binding	Prepared the official list, grade sheets and Form-19 for binding	6	10	5	5	4	4.67	
Total Over-all Rating					4.65	5.00	4.59	4.75	

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	Outstanding

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 and Rated By:

ELIEZER L. VELASCO
Dept./Unit Head

Date:

Recommending Approval:

N/A
Dean/Director

Date:_____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date:_____

1 – Quality
2 – Efficiency
3 – Timeliness

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018
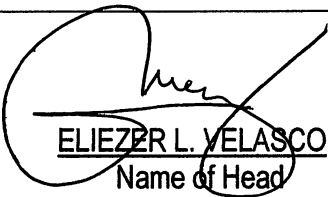Name of Staff: _Aniceto D. Tan_   Position: Admin. Aide III

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 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					
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	57				
Average Score	4.75				

Overall recommendation   : _____

ELIEZER L. VELASCO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANICETO TAN
Performance Rating: VERY SATISFACTORY

Aim: *To maximize the productivity potential of Registrar's Office Staff*

Proposed Interventions to Improve Performance:

Date: June 4, 2018   Target Date : August 10, 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 Second Semester 2017-18 until the enrollment for First Semester 2018-19. Informing the whole staff that starting enrollment for 1st Sem we will partially be using and migrating to Cumulus One program, the training they have attended can greatly be applied to the implementation of the new system.

Result:
Identification, Reclassification of student records every end of enrollment basing on the Final Official List of enrolled students and have it filed by degree program, by year level, and arranged in alphabetical order. Pulling out of student records of student who are not enrolled and have it filed in the records room for Not Attending students.

Date: October 1, 2018   Target Date: December 7, 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 him. If ever there are things to be improved he will be aware so that he will be able to make the necessary action .

Outcome: Identification and reclassification of student records and pulling out of student records not enrolled and have it filed at the records room for Not Attending students . The office implements a filing system that makes the retrieval of student records easier, efficient and systematic.

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.

CONFORMED BY :

ANICETO D. TAN

Prepared by:

ELIEZER L. VELASCO
Unit Head