



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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING:	4.66
Add: Additional Approved Points, if any	
TOTAL NUMERICAL RATING	
FINAL NUMERICAL RATING	4.66
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

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-June 2021

ARNULFO T. GALENZOGA
Ratee

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	
MFO 1. Registration and Graduation Services	1	PI 1: Percentage of students officially enrolled and registered	Prepares Schedule of Classes (Undergraduate courses)	35%	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 department 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	35%	50%	5	5	5	5.00	
	3		Updates and monitors class size by section during registration	35%	50%	4	4	5	4.33	

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMP LISHMEN T	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
	4		Prints COR of students	35%	50%	5	5	5	5.00	
	5		Prepares statistical reports of enrollment daily for updating	35%	50%	5	5	5	5.00	
	6		Prepares the enrolment list of students in PDF and MS Excel format	35%	50%	5	5	5	5.00	
	7		Encoding of application for adding/changing/withdrawal of subjects	35%	50%	5	5	5	5.00	
			Prepares Examination Schedule (Undergraduate & graduate) MIDTERM and FINAL EXAM							
	8	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.	35%	50%	5	5	5	5.00	
	9	PI 4: Number of times graduation/commencement related	Prepares the list of candidates for graduation for rehearsal and commencement program	35%	50	4	4	5	4.33	
	10		Prepares the list students with Latin Honors for submission to CSC for automatic eligibility	35%	50	5	5	5	5.00	
MFO 2. Evaluation and Authenticati on Services	11	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Prepares list of student with scholastic delinquency	35%	50%	4	4	5	4.33	
			> Extracts data from SRMS for conversion to FoxBase							
			> Processed the data and generates the list with scholastic deficiencies to course evaluators for checking/guide/reference							
	12	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	Prepares and processed GPAs of all graduating students	35%	50%	4	4	5	4.33	
			> Extracts data from SRMS for conversion							
MFO 4. Administrati ve and Facilitative Services			> Converts SRMS data to Foxbase in processing GPAs of graduating students							
			> Segregates GPAs qualified for honors							
			> Generates report to course evaluators for re-checking/guide/reference							
		PI 3: Number of documents acted upon	CHED On Line submission of reports using the CHECKS program							
	13		CHED requested Reports	35%	50%	4	4	5	4.33	
	14		DBM Required Reports:	35%	50%	4	4	5	4.33	
			> Report on projected enrolment of all courses for the last 3 academic years							

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMP LISHMEN T	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
			> 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 requesting agencies	4	4	4	4	5	4.33	
			Assists students conducting research required in their classes/degree.			67	67	75	70	
		Total Over-all Rating				4.467	4.467	5.000	4.644	
Average Rating (Total Over-all rating divided by 4)				4.644	Comments & Recommendations for Development Purpose: <i>He be allowed to attend trainings/ webinars relevant to his current office responsibilities</i>					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				4.644						
ADJECTIVAL RATING				O						
Evaluate and Rated by:  MARWEN A. CASTAÑEDA University Registrar			Recommending Approval: NA Dean/Director		Recommending Approval:  BEATRIZ S. BELONIAS Vice President for Academic Affairs					
Date: _____			Date: _____		Date: _____					

1 – Quality 2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

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				

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GALENZOGA, Arnulfo T.
Performance Rating: January to June 2021

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 2021 Target Date: June 2021

First Step: Mr. Galenzoga to attend latest data analysis related webinars.

Result: Mr. Galenzoga was not able to attend the suggested webinars due to the enforcement of alternative work schedule which affects the flexibility of schedule and the availability of connections while working from home.

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____

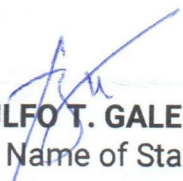
Final Step/Recommendation:

Mr. Galenzoga be allowed to attend trainings/seminars as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


ARNULFO T. GALENZOGA
Name of Staff