

Annex P

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

(July – December 2016)

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.55	70 %	3.185
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30 %	1.425
TOTAL NUMERICAL RATING			4.610

TOTAL NUMERICAL RATING: **4.610**


Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.610**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


Chona A. Brit
Name of Staff


Manolo B. Loreto, Jr.
Office Head

Recommending Approval:



Chairman, PMT


Approved:


EDGARDO E. TULIN
President *etn*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, of the **University Student Services 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** to **December**, 2016


CHONA A. BRIT
Ratee


MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Recruitment & Admission Services	No. of Interviewed Applicants for TESDA Accredited Programs	Interview applicants for admission to TESDA Accredited Programs	5	9	5	5	4	4.67	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	80%	75%	3	4	5	4.00	
	Percentage of students with academic deficiencies followed-up	Academic follow-up and consultations	75%	70%	3	4	5	4.00	
	Number of group growth guidance seminars/sessions/ activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	2	2	3	5	5	4.33	
Student Welfare Unit: Guidance & Counseling Services	Number information service-activities conducted	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	3	4	4	5	5	4.67	

	Number of other guidance related activities attended	Member/participant, president, secretary, echoer	2	3	4	5	5	4.67	
	Number of poor/disadvantaged students served by the support services for non-academic needs	Interview applicants for Income and Academic B Grant	10	7	2	5	5	4.00	
		Coordinate screening/facilitate renewal of CHED Tulong-Dunong & ESGP-PA Grantees	100	327	5	5	5	5.00	
	Number of students with scholarship and grants	Evaluates applications for VSU Funded Scholarships and Grants	750	677	3	5	5	4.33	
	Percentage of approved application for VISCA SELF and SAFE Loans	Assess applications for VISCA SELF and SAFE loans	80%	60%	2	5	5	4.00	
	Number of students' scholarship forum and SAFE Loan orientation coordinated/conducted	Coordinate scholarship forum and SAFE Loan orientation conducted	5	4	3	5	5	4.33	
		Monitoring of other agency or private funded scholars	20	25	5	5	5	5.00	
	No. of Financial & administrative documents/reports prepared	Records minutes of the Student Scholarship Committee meetings	2	2	3	5	5	4.33	
		Prepare list of scholars or grantees for billing or for Payment	12	15	5	5	4	4.67	
General Administration and Support Services	No. of programs/institutional accreditation related process supported	Provide documents requested for accreditation	8	8	3	5	4	4.00	

Other Accomplishment	Percentage of notice of Repayment schedule of STUFAP or SAFE Loan transmitted	Send communication or collection letter for STUFAP/SAFE Loan Borrowers	70%	75%	5	5	5	5.00	
Administrative Support & Services	Number of Scholarship Certification , Excuse Letter & other similar documents issued	Issue Certification for Refund/Enrolment or Validation of Exam Permit	500	590	5	5	5	5.00	
	Percentage of application for shifting approved within 1 hour	Endorse for approval of application for shifting	75%	80%	5	5	5	5.00	
	Number of students' clearance signed	Signs clearance of students	50	55	5	5	5	5.00	
Efficient and customer-friendly frontline service	Zero complaint from clients UNATTENDED	Guidance Counselor; University Scholarship Coordinator; & Other Administrative Services Provider	0 %Complaint Unattended	0 %Complaint Unattended	5	5	5	5.00	
Total Over-all Rating								91.00	

Average Rating:	4.55
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.55
Adjectival Rating	Outstanding

Comments & Recommendations for Development Purpose:

Received by: _____ Calibrated by: _____

Planning Officer _____ PMT _____

Date: _____ Date: _____

Recommending Approval: _____ Approved by: _____

Vice President _____ EDUARDO E. TULIN _____

Date: _____ Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016Name of Staff: Chona A. BritPosition: Guidance Counselor II


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	57				
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	4.75				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head