

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JUNITO A. PANONCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70 %	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30 %	1.30
TOTAL NUMERICAL RATING			4.46 4.58


TOTAL NUMERICAL RATING: 4.46
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


JUNITO A. PANONCE
Name of Staff

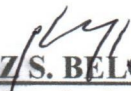
Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Junito A. Panonce** of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **January** to **June**, 2019.

JUNITO A. PANONCE
 Ratee

Approved:


MANOLO B. LORETO, JR.
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
<i>Efficient and customer-friendly frontline service</i>	Zero complaint from clients served	Administered psychological test to examinees.	No complaint	0	5.00	5.00	5.00	5.00	
	Number of applicants for individual & organizational finalists awards evaluated, screened and interviewed	Evaluates/ Screens and Interviews applicants for individual and organizational awards	40	53	4.00	4.00	4.00	4.00	

Student Development	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference, radio program conducted/coordinated	Conducted/Coordinated students' seminars, fora, orientations, jobs fair/job seeking, and conference.	2	5	5.00	4.00	4.00	4.33	Pre-Departure, Study Enhancement Forum and Equal Values, Equal Rights Session, & Team Building, 2019 Honors and Awards Convocation, Testimonial Dinner and Solidarity Night and Mr. and MS. Nursing 2019 and Dance Contest, Serbisyo
	Number of guidance activities conducted	Committee Membership in Orientation & other Guidance Activities	2	4	5.00	4.00	4.00	4.33	
	Percentage of students counselled/followed-up	Conducted counseling & academic follow-up	3%	19.70%	5.00	5.00	5.00	5.00	
	Number of psychological tests administered, checked and scored	Administered, checked and scored psychological test of examinees.	175	198	4.00	4.00	4.00	4.00	
	No. of raw scores converted to SAI, Percentile Rank and Stanine or Sten	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine or Sten	175	198	4.00	4.00	4.00	4.00	

Guidance & Counseling Unit

[illegible]

Average Rating (Total Over-all rating divided by 14)	4.52
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.52
ADJECTIVAL RATING	Outstanding

Comments and recommendations for development purpose: He has to seriously consider for accreditation in other companies providing pscyh tests

Evaluated and rated by:



MANOLO B. LORETO, JR
 Dean, USSO
 Date Nov. 25, 2019

Recommending Approval:



MANOLO B. LORETO, JR.
 Dean, USSO
 Date: Nov. 25, 2019

Approved by:



BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: Junito A. PanoncePosition: Guidance Counselor


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	52				
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	4.33				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUNITO A. PANONCE

Performance Rating: VERY SATISFACTORY

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, 2019 Target Date: June, 2019

First Step:

- 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 testing program appropriate for the requirements of the degree program in CoN, CAS, CFES and CVM

Date: July, 2019

Target Date: December, 2019

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Apply accreditation for other companies that provides test material

Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program through support of appropriate testing program

Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:



Manolo B. Loreto

Unit Head

Conforme:



Junito A. Panonce
Name of Ratee Staff