



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: **4.92**

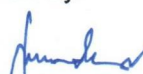
Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.92**

FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff


Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, **Miriam M. De la Torre**, of the Office of the University Registrar 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 31, 2023**.


MIRIAM M. DE LA TORRE

Ratee

1/24/24

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

1/29/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1: Registration and Graduation Services									
	Percentage of pages of transcript of records reviewed, checked and signed	Reviews and signs transcript of records prepared for graduating students	100%	100% reviewed and signed	5	5	5	5	
	Percentage of Transfer Credentials, TORs (second or more copies), and certifications verified and checked	Reviews and signs transfer credentials, TORs (second or more copies), and certifications issued to clients	100%	(100%) of the 1404	5	5	5	5	
	Percentage of academic scholarships and curricular changes facilitated and enforced	Reviews and certifies correctness of academic scholarships and curricular changes	100% of requests received	100% of received requests	5	5	5	5	
OUR MFO 3: Students Records Management Services									
	Percentage of student records of continuing and new students updated and filed	Supervises that student records are organized, updated and secured	100%	100%	4	5	5	4.67	
	Percentage of statistical reports prepared and submitted to requesting agencies	Reviews and certifies statistical reports prior to submission to other agencies	100%	100% reviewed and certified	5	5	5	5	
OUR MFO 4: Administrative and Facilitative Services									
	Percentage of documents acted within time frame	Reviews and signs documents	100%	100%	5	5	5	5	
	Percentage of queries served on time	Attends to office queries received thru email, phone call, and walk-in	100%	100%	5	5	5	5	

	Number of student assistants/interns supervised	Supervises student assistants of Registrar	12	12	5	5	5	5	
	Number of frontline services monitored and ensured to be customer friendly and efficient and citizen's charter posted conspicuously.	Monitors and ensures efficiency of office frontline services	12	12	5	4	5	4.67	
	Number of personnel directly supervised	Supervises personnel of Registrar	14 personnel	18 personnel	5	5	5	5	
	Number of staff meetings conducted	Checks and approves agenda, conducts meeting and approve minutes of meetings	2	3	5	5	5	5	
OUR MFO 6: Frontline Services									
	Efficient & customer friendly frontline service	Serves clientele with very satisfactory rating	Zero percent verified complaints unresolved/unattended	Zero percent verified complaints unresolved/unattended	5	5	4	4.67	
Total Over-all Rating								59.00	
Average Rating			4.92	Comments & Recommendations for Development Purpose: <i>She's doing good even if she's new in the Registrar's office.</i>					
Additional Points:									
	Punctuality								
	Approved Additional points (with copy of approval)								
FINAL RATING			4.92						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

BEATRIZ S. BELONIAS

Immediate Supervisor

Date: 1/25/24

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/25/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **MIRIAM M. DE LA TORRE**

Position: **REGISTRAR 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		60				

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.

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	24				
Average Score	60+24 = 84/4.94				

Overall recommendation : _____

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BEATRIZ S. BELONIAS
 Printed Name and Signature
 Head of Office