



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

RENATO A. MAALA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.388
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.813

TOTAL NUMERICAL RATING: 4.813

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.813

FINAL NUMERICAL RATING 4.813

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

RENATO A. MAALA  
Name of Staff

MARWEN A. CASTAÑEDA  
Department/Office Head

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Renato A. Maala, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period July 1, 2020 to December 31, 2020:

  
**RENATO A. MAALA**  
Ratee

Approved:   
**MARWEN A. CASTAÑEDA**  
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	E <sub>2</sub>	T <sub>3</sub>	A <sub>4</sub>	
Registration and Graduation Services	Percentage of students officially enrolled and registered	1. Evaluate records and accredit units earned by transferees	50%	50%	4.0	5.0	5.0	4.66	
		2. Checks and validate certificate of registration of assigned courses	50%	50%	4.0	5.0	5.0	4.66	
		3. Prepares permanent records of new students and file enrolment forms and other pertinent documents.	45%	50%	5.0	5.0	5.0	5.00	
		4. Prepares requests of permanent records (F-137-A , TOR) of students from last school attended	45%	50%	5.0	5.0	5.0	5.00	
		5. Updates and evaluates student records of assigned courses.	45%	50%	5.0	5.0	5.0	5.00	
		6. Prepares checklists with grades of continuing students and determine if regular and irregular and distribute to respective department.	45%	50%	5.0	5.0	5.0	5.00	
	Percentage of academic scholarship and curricular changes facilitated and enforced	1. Evaluates status of students who applied for DOST scholarship of the assigned courses.	50%	50%	4.0	5.0	5.0	4.66	


MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	E <sub>2</sub>	T <sub>3</sub>	A <sub>4</sub>	
		2. Issues certificates of enrolment and/or certificates of grades to students who applied for scholarship.	50%	50%	4.0	5.0	5.0	4.66	
		3. Facilitates queries of students requesting their documents required for scholarship application.	50%	50%	4.0	5.0	5.0	4.66	
	Percentage of diploma, TOR and cert.prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Re-evaluates and prepares list of candidates for graduation	45%	50%	5.0	5.0	5.0	5.00	
		2. Monitors student deficiencies and notifies respective departments	45%	50%	5.0	5.0	5.0	5.00	
		3. Prepares and releases transcript of records and certifications	45%	50%	5.0	5.0	5.0	5.00	
		4. Checks entries in the diploma before the signature of the University Secretary and the President.	50%	50%	4.0	5.0	5.0	4.66	
		5. Checks entries in the transcript of records as assigned.	45%	50%	5.0	5.0	5.0	5.00	
		6. Releases diploma of the assigned courses.	50%	50%	4.0	5.0	5.0	4.66	
Evaluation and Authentication Services	Percentage of scholastic records, credits checked, evaluated, verified, signed and released	1. Prepares certification of authentication and verification of students and alumni	45%	50%	5.0	5.0	5.0	5.00	
		2. Complies verification request of students and alumni as requested by some employment agencies	45%	50%	5.0	5.0	5.0	5.00	
		3. Facilitates and authenticate TOR, diploma and certifications of students as requested.	45%	50%	5.0	5.0	5.0	5.00	



MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	E <sub>2</sub>	T <sub>3</sub>	A <sub>4</sub>	
	Percentage of prospective honor graduates identified, ranked and results reported	1. Determine and re- compute GPA and prepare list of candidates for latin honors of assigned courses.	50%	50%	4.0	5.0	5.0	4.66	
		2. Consolidate all prospective candidates for latin honors and prepare final list	50%	50%	4.0	5.0	5.0	4.66	
<b>Student Records Management Services</b>	Percentage of student records updated, sorted, prepared, checked, filed systematically stored and secured in designated shelves in the Records Room	1. Files certificate of registration and report of grades of assigned courses	45%	50%	5.0	5.0	5.0	5.00	
		2. Files application for graduation, transmittal, approval sheet, clearance and other documents submitted by the graduaring students	45%	50%	5.0	5.0	5.0	5.00	
<b>Administrative and Facilitative Services</b>	Number of documents acted upon	1. Compute contact hours and maximum credit hours of part-time instructors and the requested subjects and submit report to ODHRD and PRPEO.	69	52	5.0	5.0	5.0	5.00	
		2. Prepares and issues transcript of records (second issuance and other walk-in request)	160	213	5.0	5.0	5.0	5.00	
		3. Prepares and issues certifications	53	55	4.0	5.0	5.0	4.66	
		4. Prepares & issues transfer credentials	35	35	4.0	5.0	5.0	4.66	
		5. Complies school to school request for official transcript of records	28	28	4.0	5.0	5.0	4.66	
		6. Signs for the University Registrar Report of grades, clearance of faculty and staff, plan of course work of graduate students, application for re-admission	160	225	5.0	5.0	5.0	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sub>1</sub>	E <sub>2</sub>	T <sub>3</sub>	A <sub>4</sub>	
	Percentage of queries serve on time	1. Facilitates queries through IP messages, emails and phone calls	50%	50%	4.0	5.0	5.0	4.66	
Total Over-all Rating					4.55	5.00	5.00	4.84	
					Comments & Recommendations for Development Purpose:  To attend work related trainings / seminars.				
Average Rating ( Total Over-all rating divided by 4)			4.84						
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.84						
ADJECTIVAL RATING			Outstanding						

Evaluated and Rated by:

  
**MARWEN A. CASTAÑEDA**  
 Unit Head


Date: 2-10-2021

Recommending Approval:

\_\_\_\_\_  
 Dean / Director

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic  
 Affairs

Date: 2/11/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2020**

Name of Staff: **RENATO A. MAALA**

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		4.75				



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										

Overall recommendation : \_\_\_\_\_

  
**MARWEN A. CASTAÑEDA**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MAALA, Renato A.**  
Performance Rating: July to December 2020

Aim: Mr. Maala will be equipped more in working closely with the Registrar regarding office administration (especially on records' management) and also for him to gain more confidence in managing the Registrar's Office in the absence of the University Registrar and lead his colleagues in improving their work efficiency under normal conditions or otherwise.

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: October 2020

First Step: Mr. Maala will attend trainings and/or seminars related to office administration, current trends on records' management, and on leadership and personnel management.

Result: Mr. Maala was not able to attend the suggested trainings/seminars due to the pandemic where he was focused more on the management of the evaluation, verification, assessment and subject crediting.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

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

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Unit Head

Conforme:

  
**RENATO A. MAALA**  
Name of Staff