

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE
STAFF

Name of Administrative Staff: **NAPOLES, Homer Lois P.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.748	70%	3.324
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	4.083	30%	1.225
TOTAL NUMERICAL RATING			4.549

TOTAL NUMERICAL RATING: 4.549

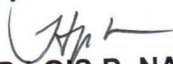
Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.549

FINAL NUMERICAL RATING 4.549

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


HOMER LOIS P. NAPOLES
Name of Staff

Reviewed by:

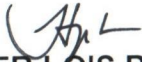

MA. EPIFANIA G. TUDTUD
University Registrar

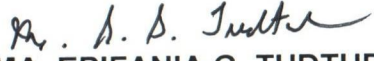

Approved: **BEATRIZ S. BELONIAS**
Vice President for Instruction

Visayas State University
OFFICE OF THE UNIVERSITY REGISTRAR
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **HOMER LOIS P. NAPOLES**, School Credits Evaluator 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 **March to June 2019**.


HOMER LOIS P. NAPOLES
School Credits Evaluator
Date: _____


MA. EPIFANIA G. TUDTUD
University Registrar
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
General	No. of students permanent records updated	Updates students permanent record of assigned courses	300	585	5	5	4	4.67	
Administrative	No. of verifications of records/grades/deficiencies	Processing application for verifications of records/grades/deficiencies	50	115	5	5	4	4.67	
Support	No. of candidates for graduation checked and evaluated	Checks and evaluates record of candidates for graduation of assigned courses	150	185	5	4	5	4.67	
Services	No. of list prepared and consolidated	Prepares list and consolidate candidates for graduation and furnish copies to the department	4	5	4	5	5	4.67	
(GASS)	No. of individual notices of deficiencies of applicants for graduation	Prepares individual notices of deficiencies of applicant for graduation	75	185	5	5	5	5.00	
	No. of clearances of graduating students processed	Processing clearances of graduating students	75	157	5	5	5	5.00	
	No. of transcript of records prepared	Preparation of transcript of records	150	552	5	5	4	4.67	
	No. of transcript of records issued	Issuance of transcript of records	150	517	5	5	4	4.67	
	No. of transfer credentials prepared	Preparation of transfer credentials	30	52	5	4	4	4.33	
	No. of transfer credentials issued	Issuance of transfer credentials	30	48	5	5	4	4.67	

No. of complied Official Transcript of Records copy for request	Complied OTOR copy for request	30	42	5	4	4	4.33	
No. of certification prepared	Preparation of certification	100	182	5	5	5	5.00	
No. of CAV prepared	Prepares CAV of VSU graduates	10	18	5	4	4	4.33	
No. of checklist prepared and issued	Prepares and issues checklist with grades to students	100	215	5	5	4	4.67	
No. of enrolment forms prepared	Prepares enrolment forms	150	274	5	5	5	5.00	
No. of enrolment forms issued	Issuance of enrolment forms to the students with deficiencies during registration	30	51	5	5	4	4.67	
No. of enrolment forms validated	Checking and validation of enrolment forms	300	421	5	5	5	5.00	
No. of enrolment forms filed in the permanent records	Files in the permanent records the enrolment forms	50	113	5	5	4	4.67	
No. of application for adding, changing, withdrawal and dropping of subjects processed	Process applications for adding, changing, withdrawal and dropping of subjects	50	63	5	5	5	5.00	
No. of application for adding, changing, withdrawal and dropping of subjects recorded and filed	Record and file the approved applications for dropping/changing/adding/ withdrawal of subjects	50	63	5	5	4	4.67	
No. of request/follow-up of Form 137-A, TOR and other related credentials	Requests/follow-up of Form 137-A, TOR and other related credentials	50	118	5	5	4	4.67	
No. of student records evaluated	Student record evaluation	300	585	5	5	4	4.67	
No. of permanent records of graduating and other students re-evaluated	Re-evaluate permanent records of graduating and other attending students	300	585	5	5	4	4.67	
No. of candidates for latin honors computed and determined	Compute and determine candidates for latin honors	5	13	5	4	5	4.67	
No. of identification card processed	Take pictures and process identification card of faculty, staff and students	100	568	5	5	5	5.00	
No. of application for change of name/data/entry in the student record processed	Process application for change of name/data/entry in the student record	1	2	5	4	4	4.33	
No. of hours spent in the preparation of enrolment venue	Assists in the preparation of enrolment venue	1.5	2	5	5	5	5.00	
No. of credentials checked and enrolment forms issued	Assists in the checking of credentials and issue enrolment forms to new freshmen	50	122	5	4	4	4.33	
No. of seminars attended that are related to the nature of duties and responsibilities	Attended seminars that are related to the nature of duties and responsibilities	1	3	5	5	5	5.00	

	No. of student records e-copied and indexed	Converted TOR hard copy files to soft copy files (image or pdf) for easier generation in the future	15	17	5	5	5	5.00	
	No. of issued devices monitored	Monitors issued devices such as monitors, CPU, printers, copier, scanners, power supply and other electrical life span and efficiency	2	5	5	5	5	5.00	
	No. of times troubleshooted the computers, printers, copier, projector and local area network	Performs troubleshooting on crashed softwares and computers, printing and printer errors, projector display errors and network service errors	1	8	5	5	5	5.00	
	No. of times performed maintenance on computers, printers and copier	Perform maintenance service check on computers, printers and copier, refills ink both copier and printer, updates softwares, and remove malwares and viruses	1	5	5	5	5	5.00	
Total Overall Rating					164.00	158.00	148.00	156.67	

Average Rating	4.75
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: <i>He needs to attend seminars or records management + personality development.</i>
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Evaluated and Rated by:

MA. EPIFANIA G. TUdTUD

MA. EPIFANIA G. TUdTUD

Department/Unit Head

Date: _____

Recommending Approval:

N/A

Dean/Director

Date: _____

Approved:

glopp
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: **HOMER LOIS P. NAPOLES** Position: School Credits Evaluator

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					65
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					49
Average Score					4.083

Overall recommendation : Should concentrate on his job and come to office on time and minimize absence.

MA. EPIFANIA G. TUDTUD
MA. EPIFANIA G. TUDTUD
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NAPOLES, Homer Lois P.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: Mr.Napoles will gain knowledge about cyber security and data a privacy.

Proposed Interventions to Improve Performance:

Date: September 2, 2019 Target Date: October 4, 2019

First Step: Mr. Napoles attended two trainings on Cyber Security organized by Department of Information and Communications Technology entitled "Introduction to Cyber Security" (Sept. 2-3, 2019) and "Cyber Security Essentials" (October 1 - 3, 2019)

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: I assigned Mr. Napoles to develop systems to make the student records database more secured.

Final Step/Recommendation: Mr. Napoles should apply his computer science skills and the knowledge he gained from the trainings attended to improve the security of the student records databases.

Prepared by:


MA. EPIFANIA G. TUdTUD
Unit Head

Conforme:


HOMER LOIS P. NAPOLES
Name of Staff