

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January – June 2016)

Name of Administrative Staff: MARWEN A. CASTAÑEDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70 %	3.360
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30 %	1.482
TOTAL NUMERICAL RATING			4.649

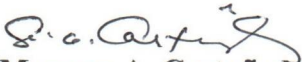
TOTAL NUMERICAL RATING: 4.842


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.842ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:



Marwen A. Castañeda
 Name of Staff


Manolo B. Loreto, Jr.
 Office Head

Recommending Approval:


 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, MARWEN A. CASTAÑEDA, RGC, 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 of JANUARY to JUNE, 2016.

Q. e. Castañeda
MARWEN A. CASTAÑEDA, RGC

Ratee

Approved:

Manolo B. Loreto, Jr.
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 ⁴	
Efficient and customer-friendly frontline service	Zero complaint from clients unattended	Guidance Coordinator, Graduate School Guidance Counselor, Campus Ministry Coordinator	0 complaint unattended	0	5	5	5	5.00	
		Plans/prepares/formulates/designs guidance program/modules/activities/guidelines	6	7	4	5	5	4.67	
		Prepares and makes training design powerpoint presentations	6	8	4	5	5	4.67	
		Coordinates with the different support service offices and school community seeking assistance and guidance	12	15	5	4	5	4.67	
		activities							
Student Welfare Unit: Guidance & Counseling Services	Number of guidance services conducted	Conducts consultations/case conferences/coordination with the C/DBGFs/Heads of Support Services/ Deans/Dept. Heads	10	12	5	5	5	5.00	
		Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities/trainings/sessions	7	8	5	5	5	5.00	

Student Welfare Unit: Guidance & Counseling Services	Number of times	Directly assists guidance counselors and psychometrician through program planning, evaluation, feedbacking	15	16	5	5	5	5.00	
	Percentage of referred students/walk-in clients counseled	Designs/presents/utilizes guidance forms	10	12	5	5	5	5.00	
	Percentage of students followed-up and who availed of consultations	Individual and group counseling (personal/social; academic; career)	40%	45%	5	5	5	5.00	
	Number of individual records of students updated (Graduate School and College of Education)	Follow-up, follow-through and consultations	40%	46%	5	5	5	5.00	
	Number of times information are disseminated	Encodes, profiles, and files individual inventory of students	50	42	2	5	5	4.00	
Student Development Unit: Campus Ministry services	Number of times evaluation results, data gathered are analysed and reported.	Disseminates information/inquiries; Updates bulletin boards; Designs, prints and circulates fliers/brochures on relevant issues; Acts as resource person/facilitator	200	209	4	5	5	4.67	
	Number of times research are done.	Collates, analyses, makes recommendations and submits survey results.	1	1	4	5	5	4.67	
	Number of coordination/meeting with the different campus ministers	Initiates or participates in doing and action research or studies.	1	1	4	5	5	4.67	
	Number of record encoded, profiled and filed and plans coordinated	Coordinates with campus ministers regarding their initiatives for students	3	1	2	5	5	4.00	
		Encodes/files campus ministers profile and other related documents	7	8	5	5	5	5.00	
		Plans, coordinates and facilitates inter-campus ministry activity	1	1	4	5	5	4.67	

Other Administrative Services	Number of other administrative services conducted	Serve as GAD Focal Point							
		Person of USSO, attend meetings, coordinates with	2	4	5	5	5	5.00	
		Serves, attends meetings/initiatives as member/representative/documenter on different administrative committees	10	12	5	5	5	5.00	
		Serves as resource person/lecturer/topic expert during special programs/seminars/fora	5	7	5	5	5	5.00	
		Signs activity permits/certificate of good moral character/clearance of graduating students/shifting/readmission/withdrawals/promisory/etc.	225	281	5	5	5	5.00	
		Serves as officer in-charge of USSO Dean's Office and other office sections	4	5	5	5	5	5.00	
Total Over-all Rating							105.67		


Average Rating	4.80
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.80
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:


Received by:


 Planning Officer


Calibrated by:


 PMT

Recommending Approval:


 Vice President

Approved by:


 EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016Name of Staff: Marwen A. CastañedaPosition: Guidance Coordinator


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	5	4	3	2	1

office or satisfaction of clientele					
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	59				
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	25				
Average Score	4.4				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head