



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GINA A. LORETO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: **4.90**

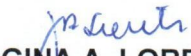
Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.90**

FINAL NUMERICAL RATING **4.90**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


GINA A. LORETO
Name of Staff


Reviewed by:


MIRIAM M. DE LA TORRE
Department/Office Head

Recommending Approval:

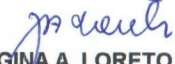
NA
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GINA A. LORETO**, of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2023


GINA A. LORETO
Ratee
1/22/24

Approved:


MIRIAM M. DE LA TORRE

Head of Unit
1/22/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentatge of students officially enrolled and registered	Received and recorded class rosters	90%	100% (360)	5	5	5	5	
		Received and recorded registration forms	90%	100% (2,400)	5	5	5	5	
		Received and recorded offering number to requested subjects	90%	100%	5	5	4	4.67	
		Received and recorded approved LOA, readmission, shifting, request for overload, clearance and dropping of subjects	90%	100%	5	5	5	5.00	
		Received completion forms of students with INC grades and assigned control number	90%	100%	5	5	5	5.00	
		Received student's application for graduation	90%	100%	5	5	5	5.00	
		Received mails (form 137, PSA live birth)	90%	100%	5	5	5	5.00	
		Validate student Certificate of Registration	90%	90%	5	4	5	4.67	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentatge of scholastic records/credit checked, evaluated, verified, signed and released	Stamp CTC on TOR, diploma and certificate of students	90%	100%	5	5	5	5.00	
OUR MFO3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Received and recorded approved shifting form of students.	90%	100% (152)	5	5	4	4.67	
	Information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retring and controlling controlled documents	90%	100%	5	5	5	5.00	
		Assigns documents number and other coding controls for document coordination with the DRC	90%	100%	5	5	5	5.00	
		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	100%	5	5	5	5.00	

		Internal documents in the office are reviewed accordingly to the quality procedure	90%	100%	5	5	4	4.67	
OUR MFO4. Administrative and Facilitative Services		Kept and filed controlled copy of internal documents	90%	100%	5	5	5	5.00	
		Take down notes and prepare minutes of the Registrar's staff meeting	90%	100%	5	5	5	5.00	
	PI 3: Number of documents acted upon	Received and facilitated the signing of approval of documents	90%	100%	5	5	5	5.00	
	PI 5: Percentage of queries served on time	Attended to various inquiries/request from parents, students, and other clients	90%	100%	5	5	5	5.00	
OUR MFO 5. Frontline Services	PI 1: Efficient and customer-friendly frontline service	Client served with the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint	5	5	5	5.00	
Accomplishment not included in the target		Received credentials and transmittal of incoming freshmen students for SY 2023-2024. Checked the completeness and sorted according to their courses. Assisted Student Assistant (SA) in scanning of credentials.	0%	100%	5	5	5	5.00	
Total Over-all Rating								4.93	
Average Rating (Total Over-all rating divided by # of Additional Points:					Comments & Recommendations for Development Purpose: <i>be allowed and given a chance to attend seminars and training</i>				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by:

Miriam M. de la Torre
MIRIAM M. DE LA TORRE
 OIC, University Registrar

Date: 1/22/24

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Recommending Approval:

N/A
 Dean/Director

Date: _____

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 VP for Academic Affairs

Date: 01/25/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **GINA A. LORETO**

Position: **ADMINISTRATIVE AIDE VI**


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		58/12 = 4.83				

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 : _____


MIRIAM M. DE LA TORRE
 Printed Name and Signature
 Head of Office