

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: CHONA A. BRIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.75	70 %	3.32
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30 %	1.50
TOTAL NUMERICAL RATING			4.82


TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding


Prepared by:


Chona A. Brit
Name of Staff

Reviewed by:


Manolo B. Loreto, Jr.
Office Head


Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, of the **USSO** 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, 2018**.

Approved:


MANOLO B. LORETO, JR.
 Head of Unit


CHONA A. BRIT
 Ratee

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Recruitment & Admission Services	No. of Interviewed Applicants for admission to College or to TESDA Accredited Programs	No. of Interviewed Applicants for admission to College or to TESDA Accredited Programs	5	30	5	5	5	5.00	No applicants for TESDA Accredited Programs
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	84%	88%	4	5	5	4.67	
	Percentage of students with academic deficiencies followed-up	Academic follow-up and consultations	82%	87%	4	5	5	4.67	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	3	5	4	5	5	4.67	
	Number information service-activities conducted	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	4	10	4	5	5	4.67	
	Number of other guidance related activities attended	Member/participant, president, secretary, echoer	2	4	5	5	5	5.00	


	Number of poor/disadvantaged students served by the support services for non-academic needs	Coordinate screening/facilitate renewal of CHED Tulong-Dunong & ESGP-PA Grantees	350	450	5	5	5	5.00	
	Number of students with scholarship and grants	Evaluates applications for VSU Funded Scholarships and Grants	320	130	3	5	5	4.33	No. of grantees decreased due to the implementation of RA 10931
	Percentage of approved application for ViSCA SELF and SAFE Loans	Assess applications for ViSCA SELF and SAFE loans	84%	86%	4	5	5	4.67	
	Number of students' scholarship forum and SAFE Loan orientation coordinated/conducted	Coordinate scholarship forum and SAFE Loan orientation conducted	7	10	5	5	5	5.00	
	No. of Financial & administrative documents/reports prepared	Monitoring of other agency or private funded scholars	21	25	4	5	5	4.67	
		Records minutes of the Student Scholarship Committee meetings	3	4	4	5	5	4.67	
		Prepare list of scholars or grantees for billing or for Payment	15	30	5	5	5	5.00	
General Administration and Support Services	No. of programs/institutional accreditation related process supported	Provide documents requested for accreditation	3	5	5	5	5	5.00	
Other Accomplishments	Number of meetings/for a/sumposia coordinated or conducted	Coordinated meetings, trainings, seminars for scholars, grantees and Coordinators	3	5	5	5	5	5.00	

Administrative Support & Services	Number of Scholarship Certification , Excuse Letter & other similar documents issued	Issue Certification for Refund/Enrolment or Validation of Exam Permit	500	445	3	5	5	4.33	
	Percentage of application for shifting approved within 1 hour	Endorse for approval of application for shifting	80%	85%	4	5	5	4.67	
	Number of students' clearance signed	Signs clearance of students	35	26	3	5	5	4.33	
Efficient and customer-friendly frontline service	Zero complaint from clients UNATTENDED	Guidance Counselor; University Scholarship Coordinator; & Other Administrative Services Provider	0% Complaint Unattended	0 %Complaint Unattended	5	5	5	5.00	
								90.33	

Average Rating (Total Over-all rating divided by 19)	4.75
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	OUTSTANDING


Comments & Recommendations for Development Purpose: Must attend a training on proper databasing of documents related to scholarships
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Evaluated and Rated By


 MANOLO B. LORETO, Jr.
 Unit Head


Date: _____

Recomending Approval:


 MANOLO B. LORETO, Jr.
 Dean, USSO

Date: _____

Approved by:


 BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: Chona A. Brit

Position: Guidance Counselor


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				
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	60				
Average Score	5.00				

Overall recommendation : _____


MANOLO B. LORETO JR.
Name of Head