



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JANNET LESLIE EVELYN S. CODOG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: **4.92**

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

TOTAL NUMERICAL RATING: **4.92**


FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JANNET LESLIE EVELYN S. CODOG
Name of Staff

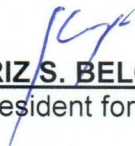
Reviewed by:


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, **JANNET LESLIE EVELYN S. CODOG**, 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

JANNET LESLIE EVELYN S. CODOG

Ratee

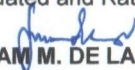
Approved:

MIRIAM M. DE LA TORRE

Head of Unit


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	Receives and records of class rosters	90%	100% (311)	5	5	5	5	
		Receives and recordes of gradesheets	90%	100%	5	5	5	5	
		Receives grade completion forms of student with INC grades	90%	100% (695)	5	5	4	4.67	
		Receives application for graduation to students	90%	100%	5	5	5	5	
		Receives Mails (form 137, PSA)	90%	100%	5	5	4	4.67	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentatge of scholastic records/credit checked, evaluated, verified, signed and released	Stamps CTC on TOR, Diploma & Certification	90%	100%(36)	5	5	5	5	
OUR MFO3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Receives and records shifting form	90%	100% 152 (dated Aug. 9 students 1st sem SY 22-23. 2nd sem 143)	5	5	5	5	
	Information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issues, maintains, retrives and controscontrolled documents	90%	100%	5	5	5	5	
		Assign documents number and other coding controls for document coordination with the DRC	90%	100%	5	5	5	5	
		Keeps, distibutes, stores & desposes records according to the quality procedure	90%	100%	5	5	4	4.67	
		Reviews office documents in accordanceto 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	
		Take down notes and prepare minutes of the Registrar's staff meeting	90%	100%	5	5	5	5	

	PI 3: Number of documents acted upon	Facilitats submission of documents to QAC through regular audits	90%	100%	5	5	4	4.67	
		Receives change of academic adviser	90%	100% (20)	5	5	5	5	
		Received approval sheet	90%	100% (25)	5	5	5	5	
		Type communications/correspondence	90%	100%	5	5	5	5	
		Receives and facilitated the signing of approval of documents	90%	100%	5	5	5	5	
	PI 5: Percentage of queries served on time	Attendes to various inquiries/request from parents, students and other clients	90%	100%	5	5	5	5	
		attended meetings/ webinar	2	10	5	5	5	5	
OUR MFO 5. Frontline Services *accomplishment not included in the target	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	
		Print of CORs of Students	0%	100%	5	5	4	4.67	
		Validate stduent certificate of Registration	0%	100%	5	5	5	5.00	
		Sorts freshment credential SY 2023-2024	0%	100%	5	5	5	5.00	
Total Over-all Rating								4.92	
Average Rating (Total Over-all rating divided by # of Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									
Comments & Recommendations for Development Purpose:									
Keep up the good work									

Evaluated and Rated by:

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
 VP for Academic Affairs
 Date: 01/25/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **JANNET LESLIE EVELYN S. CODOG**

Position: **ADMINISTRATIVE AIDE IV**

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		59/12 = 4.92				

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