VISAYAS STATE UNIVERSITY

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"Annex P"

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: HOMER LOIS P. NAPOLES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.3194
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.75	30%	1.4250
TOTAL NUMERICAL RATING			4.7444

TOTAL NUMERICAL RATING: **4.74**
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: **4.74**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

HOMER LOIS P. NAPOLES   MA. EPIFANIA G. TUDTUD
Name of Staff   Department/Unit Head

Recommending Approval:

N/A
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Vision: *A globally competitive university for science, technology, and environmental conservation.*
Mission: *Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*

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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 **July** to **December 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	800	822	5	5	4	4.67	
Administrative	No. of verifications of records/grades/deficiencies	Processing application for verifications of records/grades/deficiences	500	765	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	50	119	5	5	4	4.67	
Services	No. of list prepared and consolidated	Prepares list and consolidate candidates for graduation and furnish copies to the department	4	6	5	5	4	4.67	
(GASS)	No. of individual notices of deficiencies of applicants for graduation	Prepares individual notices of deficiencies of applicant for graduation	50	119	5	5	4	4.67	
	No. of clearances of graduating students processed	Processing clearances of graduating students	50	119	5	5	4	4.67	
	No. of transcript of records prepared	Preparation of transcript of records	300	1252	5	5	4	4.67	
	No. of transcript of records issued	Issuance of transcript of records	300	1252	5	5	4	4.67	
	No. of transfer credentials prepared	Preparation of transfer credentials	50	64	5	5	4	4.67	
	No. of transfer credentials issued	Issuance of transfer credentials	50	64	5	5	4	4.67	
	No. of complied Official Transcript of Records copy for request	Complied OTOR copy for request	50	53	5	4	4	4.33	
	No. of certification prepared	Preparation of certification	100	151	5	5	4	4.67	
	No. of CAV prepared	Prepares CAV of VSU graduates	25	32	5	5	4	4.67	
	No. of checklist prepared and issued	Prepares and issues checklist with grades to students	50	218	5	5	4	4.67	
	No. of enrolment forms validated	Checking and validation of enrolment forms	300	1627	5	5	5	5.00	
	No. of enrolment forms filed in the permanent records	Files in the permanent records the enrolment forms	300	2492	5	4	4	4.33	

Output	Task	Target	Accomplishment	Q	E	T	Average	
No. of application for adding, changing, withdrawal and dropping of subjects processed	Process applications for adding, changing, withdrawl and dropping of subjects	50	66	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	66	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	200	421	5	5	4	4.67	
No. of student records evaluated	Student record evaluation	300	765	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	150	362	5	.5	4	4.67	
No. of candidates for latin honors computed and determined	Compute and determine candidates for latin honors	5	10	5	5	4	4.67	
No. of identification card processed	Take pictures and process identification card of faculty, staff and students	10	170	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	3	5	5	4	4.67	
No. of hours spent in the preparation of enrolment venue	Assists in the preparation of enrolment venue	1.5	3	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	30	54	5	5	4	4.67	
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	4	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	5	22	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	5	7	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	3	7	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	2	8	5	5	5	5.00	
Total Overall Rating				155.00	153.00	133.00	147.00	

Average Rating	4.74
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.74
ADJECTIVAL RATING	**OUTSTANDING**

Evaluated and Rated by:

MA. EPIFANIA G. TUDTUD
Department/Unit Head
Date: _____

Recommending Approval:

_____**N/A**_____
Dean/Director
Date: _____

Comments & Recommendations for
Development Purpose:

To attend seminars / trainings regarding updates on computer

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

1- Quality   2- Efficiency   3- Timeliness   4- Average

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"Annex O"

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: July - December 2019

Name of Staff/Position: HOMER LOIS P. NAPOLES (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 exceed 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 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 task 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 his/her work which is easily retrievable when needed.	5	④	3	2	1
8.	Suggest new ways to further improve his/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 the clientele.	⑤	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement for his work accomplishment.	⑤	4	3	2	1
12.	Willing to be trained and developed.	⑤	4	3	2	1
	Total Score	57				

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B.	Leadership and 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 the 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		N/A				
Average Score		4.7				

Overall Recommendation: _____

MA. EPIFANIA G. TUDTUD
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HOMER LOIS P. NAPOLES
Performance Rating: July to December 2019

Aim: To improve knowledge in registrar services and cyber security

Proposed Interventions to Improve Performance:

Date: August 1, 2019   Target Date: December 27, 2019

First Step:

Assign to attend seminars for cyber security and land use development and infrastructure plan to enhance computer skills and registrar services.

Allow to attend training-workshop in Capability building in Land Use Development and Infrastructure Plan to support registrar services and university targets.

Result:

Attended two training in Cyber Security organized by Department of Information and Communication Technology (DICT) and a two phase seminar-training workshop in Capability Building in Land Use Development and Infrastructure Plan (LUDIP) for the Visayas State University (VSU)

Date: August 1, 2019   Target Date: December 27, 2019

Next Step:

Assign College of Engineering courses to align the experience he had in his baccalaureate years.

Outcome:

Managed to handle the courses under the College of Engineering and maximized the support needed of the student because of his baccalaureate experience.

Final Step/Recommendations:

The ratio between student and evaluator is a big factor for efficient and effective support services of evaluators. While the evaluators manage to finish each task every day, the effectivity is decreasing and evaluators become inefficient. Additional evaluators should be added or new ways should be introduced in the registrar's services to lessen the burden the evaluators are enduring.

Prepared by:

MA. EPIFANIA G. TUDTUD
Unit Head

Conforme:

HOMER LOIS P. NAPOLES
School Credits Evaluator