

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: CHRISTIE CYRENE T. TAUY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70 %	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30 %	1.45
TOTAL NUMERICAL RATING			(4.72) 4.70


TOTAL NUMERICAL RATING: 4.70
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding


Prepared by:


CHRISTIE CYRENE T. TAUY
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHRISTIE CYRENE T. TAUY, 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 **JANUARY to JUNE, 2018.**


CHRISTIE CYRENE T. TAUY
 Ratee

Approved: 
MANOLO B. LORETO, JR.
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Counselor; & Other Administrative Services Provider	0 complaint	0 complaint	5	5	5	5.00	
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	3%	58	5	5	5	5.00	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	85%	4	4	4	4.00	
	Number of individual records of new students updated (BAS, BSA, BSDC, BSFT)	Encodes, profiles, and files individual inventory of new students	10	16	5	5	5	5.00	
Student Welfare Unit: Guidance and Counseling Services	Number of group growth guidance seminars/sessions/ activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in	4	5	4	5	5	4.67	
	Number of times information are disseminated	Acts as resource person; Disseminates information/inquiries	7	10	5	5	5	5.00	
	Number of other guidance related activities attended/ participated	Member/participant, presider, secretary, echoer	3	3	4	4	4	4.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Development Unit: Student Affairs/ Organizations Services	Number of orientations/seminars/fora/ team buildings	Conducted orientations/seminars/fora/ team buildings given to	5	6	5	5	5	5.00	
	Number of evaluations/screenings/recognitions done	Evaluates/screens and interviews applicants for individual and finalist for	35	52	5	5	5	5.00	
	Number of coordinations/monitorings done	Coordinates awards and recognition for deserving students and organizations	1	1	3	5	5	4.33	
		recommends for approval student organization	250	305	5	4	4	4.33	
	Number of coordinations done	Conducts regular meeting/consultations/conferences with organization	40	55	5	5	5	5.00	
Administrative and Support Services	Number of issuance of requested certificates/excuse	Issues certificates for students/faculty/staff	55	62	4	5	5	4.67	
	Number of program/institutional accreditation related	Prepares documents for student support services	5	5	3	5	5	4.33	
		Serves as resource person for programs/seminars/fora	3	5	5	5	5	5.00	
		Checks/audits dormitory/organizations' financial reports	80	90	4	5	5	4.67	
		dormitory/organizations' accomplishment report	80	90	4	5	5	4.67	
		Makes monthly financial report for VSU Recreation Center	6	6	3	4	5	4.00	
		Checks/reviews students'updating forms	5,000	5,400	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Other Administrative Services	Number of other administrative services conducted	Reviews/screens permits to hold exam and classes outside of regular class schedule	200	215	3	4	4	3.67	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	40	69	5	4	5	4.67	
		Serves as committee to activities conducted in the university	5	8	5	5	5	5.00	
		Signs clearance of students	2,000	2,200	4	4	5	4.33	
		Serves as officer in-charge of other office sections	6	10	5	5	5	5.00	
		Check & Recommends for approval SA Applications	0	37	5	4	5	4.67	
		Checks SA Payrol	0	66	5	5	5	5.00	
								120.67	

Average Rating (Total Over-all rating divided by 19)	4.64
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.64
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Must pursue master in Guidance and Counseling in DLSU

Evaluated and Rated By



MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 7, 2018

Recomending Approval:



MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 7, 2018

Approved by:



BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Christie Cyrene T. Tauy

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	58				
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	4.83				

Overall recommendation : _____


MANOLO B. LORETO JR.
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: CHRISTIE CYRENE T. TAUY

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Design program to enhance the skills of the students in terms of soft skills	Annual plan of activity and initial implementation	January, 2018	February, 2018	On-going	Needs improvement	Satisfactory	
2	Conduct intake interview for new students	Filled up form	May 2, 2018	June 30, 2018	August, 2018	Needs improvement	Satisfactory	The process must be institutionalized
3								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Christie Cyrene T. Tany
Performance Rating: _____

Aim: Equipping for the latest trends in challenges in managing student organizations in campus advising
Proposed Interventions to Improve Performance: _____

Date: July 2018 Target Date: Dec 2018

First Step: _____
- Attend training-workshops in seminars
- visit schools for bench marking

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

Christie Tany
Unit Head

Conforme: _____
[Signature]
Name of Ratee Faculty/Staff