



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARY ANN G. COBICO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.684	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARY ANN G. COBICO
Name of Staff

Reviewed by:



MANOLO B. LORETO, JR.
Dean of Students


Approved:


ALELI A. VILLOCINO
Vice President for Student Affairs & Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, of the Office of the Dean of Students 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 2021.


MARY ANN G. COBICO
Ratee

Approved by 
MANOLO B. LORETO, JR.
Head of the Unit

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishments	Rating				Remark
						Q	E	T	A	
UMFO 1 SUPPORT TO OPERATIONS										
MFO 1	Student Welfare Services									
	Information Services	PI 1. Percentage of Population of students oriented	Conduct/Facilitate online orientation to new students	85%	0					conducted in August
		PI 3. Number of weekly Serbisyo Estudyante at VSU DYDC radio program conducted	Conduct guidance activities on DYDC radio program	3	3	4	5	5	4.67	February 4, 2021; March 26, 2021; May 6, 2021
	Guidance and Counseling	PI 4. Percentage of students counselled/assisted (referred, walk-in/voluntary)	Conduct online counseling to students	90%	97%	4	4	4	4	

		PI 5. Percentage of students participated in the online kamustahan	Conduct online kamustahan to students	5%	3%	3	5	5	4.33	
MFO 2	Career and Placement Services	PI 7. Number of career development programs delivered to students	Conduct of career development programs to students	2	5	5	5	5	5.00	Pre-employment Webinar, Job-Seeking Webinar, Talent Basket Orientation, Accenture Virtual Career Fair, Job Postings Online
		PI 9. Number of formal and informal linkage with industries in providing employment opportunities to graduates	Establish formal and informal linkage with industries	2	10	5	5	5	5.00	DOLE, POEA, GAFNI, Talent Basket, Accenture, Virginia Farms, Double Ring Farm, Channel Precision, PHILSURIN, Eville & Jones
MFO 3	General Administration and Support Services	PI 10. Number of program/institutional accreditation related process supported	Provide documents needed for the institutional accreditation related process	1	8	5	4	4	4.33	College of Nursing, DLABS, Department of Statistics
		PI 11. Number of student services office coordinated	Coordinate student services office in the implementation of programs and activities	2	2	4	5	5	4.67	OSWS, UIMC
		PI 12. Number of webinars attended offered by Professional Organizations	Attend webinars for professional and personal development	3	2	3	5	5	4.33	CDAP, Enderun Colleges
		PI 13. Number of minutes of meeting documented	Prepared minutes of meeting	3	5	5	5	4	4.67	January (2) February (1) June (2)

MFO 4	Continuous Quality Improvement	PI 14. Number of USSO/ODS Procedures and Guidelines reviewed and improved	Review and improve office procedures and guidelines	2	3	4	4	4	4.00	Career and Placement Programs, Career Assessment Procedures, Character Enhancement Seminar
MFO 5	Other Accomplishments	PI 15. Number of seminars/training or workshop invited as experts or resource person	Conduct online seminars/training or workshop	1	0					
MFO 6	Efficient Customer-friendly Assistance	PI 16. Zero complaint unattended from clients	Plan and implement student programs and services	0%	0%	5	5	5	5.00	

Total Over-all Rating								49.33	
				Comments & Recommendations for Development Purpose:					
Average Rating (Total Over-all rating divided by 11)			4.484	Must consider to pursue doctorate in guidance and counseling					
Additional Points:									
Punctuality									
Approved Additional Points (with copy of approval) Head, OCJPS			0.2						
FINAL RATING			4.684						
ADJECTIVAL RATING									
FINAL RATING									
ADJECTIVAL RATING			OUTSTANDING						

Evaluated and Rated by:

Recommending Approval:

Approved by:

Manolo B. Loreto, Jr.

MANOLO B. LORETO, JR.

Unit Head

Date: Oct. 18, 2021

Note: Entries in blue color is postponed to July-December accomplishments

Manolo B. Loreto, Jr.

MANOLO B. LORETO, JR.

Dean, ODS

Date: Oct. 18, 2021

Aleli A. Villocino

ALELI A. VILLOCINO

VP for Student Affairs

10/22/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2021

Name of Staff: Mary Ann G. Cobico

Position: Guidance Counselor III

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		56				
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		4.67				

Overall recommendation : _____



MANOLO B. LORETO, JR.

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY ANN G. COBICO

Performance Rating: OUTSTANDING

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: January, 2021 Target Date: June, 2021

First Step:

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

Results:

- Mastery in the OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2021

Target Date: December, 2021

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days


Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program


Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Mary Ann G. Cobico
Name of Ratee Staff