



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **MANUEL C. BARTOLINI**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.694	70%	3.285
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.823	30%	1.446
<b>TOTAL NUMERICAL RATING</b>			<b>4.732</b>

TOTAL NUMERICAL RATING: **4.732**  
Add: Additional Approved Points, if any: **0**  
TOTAL NUMERICAL RATING: **4.732**

FINAL NUMERICAL RATING **4.732**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**MANUEL C. BARTOLINI**  
Name of Staff

Reviewed by:

**MARWEN A. CASTAÑEDA**  
Department/Office Head

Recommending Approval:

**NA**  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, **Manuel C. Bartolini**, of the Office of the University Registrar commits to deliver and agree to be rated on the attainment following accomplishment in accordance with the indicated measures for the period **January to June, 2023**.

  
**MANUEL C. BARTOLINI**

**Ratee**

  
**MARWEN A. CASTAÑEDA**

**Unit Head**

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
OUR MFO 1. Registration and Graduation Services	<b>PI 1:</b> Percentage of students officially enrolled and registered	1. Evaluates records and accredit units earned by transferees	90%						
		2. Checks and validates Certificate of Registration (COR) of assigned courses	80%						
		3. Prepares permanent records of new students and files enrollment forms and other pertinent documents	90%						
		4. Prepares requests of permanent records of students from the last school attended	80%						
		5. Checks, updates and evaluates student records of assigned courses	80%						
		6. Prepares checklist with grades of continuing students and determine if regular or irregular and distribute to respective academic advisers	80%						
	<b>PI 2:</b> Percentage of academic scholarships and curricular changes facilitated and enforced	1. Evaluates status of students who applied for DOST scholarships of the assigned courses	90%						
		2. Issues certificates of enrollment and /or certificates of grades to students who applied for scholarship	80%						
		3. Facilitates queries of students requesting their documents requirements for scholarship application	80%						
	<b>PI 3:</b> Percentage of diploma, TOR, and certifications prepared, processed, signed, sealed and released as 1 <sup>st</sup> issuance to graduates	1. <u>Re-evaluates and prepares list of candidates for graduation</u>	80%						
		2. Monitors deficiencies and notifies respective departments	80%						
		3. Prepares and releases Transcript of Records (TOR) of graduating students in assigned courses	80%						
		4. Checks entries in the TOR of graduating students	80%						
		5. Checks entries in the diploma of graduating students before the signature of University Secretary and President	80%						
	6. Releases Diploma of graduating students in the assigned courses	80%							
	7. Prepares and issues certificates of graduation as requested by graduating students of the assigned courses	90%							

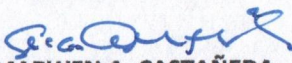
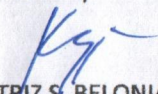


MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	1. Prepares certification of authentication and verification of students and alumni	40%	50% of 52	5	5	4	4.667	
		2. Complies verification request of students and alumni for employment purposes.	84%						
		3. Facilitates and authenticates TOR, diploma and certification of students as requested	84%						
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	1. Determines and re-computes GPA and prepares list of candidates for Latin Honors	80%						
OUR MFO 3. Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Files Certificate of Registration and reports of final grades of students in assigned courses	84%						
		2. Files application for graduation, clearance, approval sheets, transmittal and other documents submitted by the graduating students	80%						
OUR MFO 4. Administrative & Facilitative Services	PI 3: Number of documents acted upon	1. Prepares and issues Transcript of Records for employment, scholarship & further studies abroad	200 pp	272 pages	5	5	4	4.667	
		2. Prepares and issues Transfer Credentials	15	22 pages	5	5	4	4.667	
		3. Prepares and issues certifications	20	84 pages	5	4	5	4.667	
		4. Prepares and issues checklist with grades	900						
		6. Complies school to school request for Official Transcript of Records	15	699 pages	5	5	4	4.667	
	PI 5: Percentage of queries served on time	1. Facilitates queries through IP messages, emails and phone calls	45%	50% of 132	5	4	5	4.667	
OUR MFO 5. Frontline Services	PI 1: Efficient and customer-friendly frontline service	1. Clients served within the day	0	not-acted upon validated complaint					
REG MFO 3: Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	1. Ensures records room facilities is safe and functional	45%	50% of 125days	5	5	4	4.667	
		2. Ensures records room electrical equipment are off before leaving the office	45%	50% of 120 days	5	5	4	4.667	



MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks	
					Quality	Efficiency	Timeliness	Average		
		3. Secures records room security locks and unauthorized entry	45%	50% of 120 days	5	5	4	4.667		
		4. Sorts students' permanent records in designated shelves	45%	50% of 865 days	5	5	4	4.667		
		5. Stores and secures students' permanent records of inactive students to archive shelf	45%	50% of 865 records	5	5	4	4.667		
		6. Stores and secures students' permanent records of active students to archive shelf	95%							
		7. Return and file inactive students permanent records to active shelf upon readmission	95%							
		8. Records evaluators request to borrow students' permanent records	45%							
		9. Retrieves students' permanent records from designated shelves	45%	50% of 100 records	5	5	5	5.000		
		10. Releases students' permanent records to requesting evaluator	95%							
		11. Records evaluators return of students' permanent records	95%							
		12. Return students' permanent records to designated shelves	95%							
	PI 2: Percentage of student information encoded and stored in data base	1. Updates INC grades upon submission of completion of grades form	90%							
Total Overall Rating						5	4.833	4.250	4.694	

Average Rating ( Total Over-all rating divided by 4)			4.694	<b>Comments &amp; Recommendations</b>				
<b>Additional Points:</b>				<b>for Development Purpose:</b>				
Punctuality				<b>The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities</b>				
Approved Additional points (with copy of approval)								
<b>FINAL RATING</b>			4.694					
<b>ADJECTIVAL RATING</b>			Outstanding					

Evaluated and Rated by:  <b>MARWEN A. CASTAÑEDA</b> Unit Head	Recommending Approval:  Dean / Director Date: <u>  N/A  </u>	Approved by:  <b>BEATRIZ S. BELONIAS</b> Vice President for Instruction Date: _____
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## Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: **JANUARY – JUNE 2023**

 Name of Staff: **MANUEL C. BARTOLINI**

 Position: **ADMINISTRATIVE AIDE 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.**

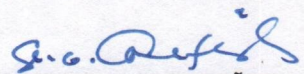
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		59				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	23				
Average Score	4.823				

Overall recommendation : \_\_\_\_\_

  
**MARWEN A. CASTAÑEDA**  
 Printed Name and Signature  
 Head of Office



# PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Office of the University Registrar

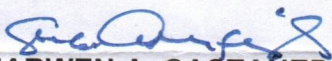
Head of Office: MARWEN A. CASTAÑEDA

Name of Personnel: BARTOLINI, MANUEL C.

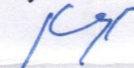
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Check daily office activities and monitor performance output	Regular day-to-day haggle re:evaluation matters	January 5, 2023 January 17, 2023 February 9, 2023 February 20, 2023 March 9, 2023 March 27-28, 2023 May 11, 2023 June 21, 2023	✓		
<b>Coaching</b>  Follow-up office work output as a group	Regular guidance and checking of output	March 9, 2023	✓	Responsible Team #2	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
MARWEN A. CASTAÑEDA  
 Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
 Next Higher Supervisor



### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BARTOLINI, Manuel C.**  
Performance Rating: January 2023 to June 2023

Aim: Mr. Bartolini to gain more knowledge in management, decision-making and improved communication skills necessary for him to perform effectively and efficiently as the Head of the Request Processing and Records Management Unit for better delivery of services of the Office of the University Registrar.

Proposed Interventions to Improve Performance:

Date: February 2023 Target Date: June 2023

First Step: Mr. Bartolini to attend training or opportunity sessions on management, decision-making and in communication skills,

Result: Mr. Bartolini was able to attend similar trainings as suggested. disrupted due to alternative work arrangements which benefits the office.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:


Outcome:

Final Step/Recommendation:  
Mr. Bartolini be allowed to attend trainings/seminars as suggested.

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Office Head

Conforme:

  
**MANUEL C. BARTOLINI**  
Name of Staff