



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOAN ROSEMARIE A. BANZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.44
TOTAL NUMERICAL RATING			4.807

TOTAL NUMERICAL RATING: **4.807**

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

TOTAL NUMERICAL RATING: **4.807**

FINAL NUMERICAL RATING **4.807**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JOAN ROSEMARIE A. BANZON

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 & REVIEW FORM (IPCR)

I, Joan Rosemarie A. Banzon, of the Office of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in indicated measures for the period January to June 2021.

JOAN ROSEMARIE A. BANZON

Ratee

Approved:

MARWEN A. CASTAÑEDA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Receiving and recording of class rosters	40%	45% (1,307)	5	4	4	4.333	
		Receiving and recording of gradesheets	40%	45% (2,325)	5	4	4	4.333	
		Receives approved LOA, readmission, shifting, and request for overload	40%	45% (334)	5	4	4	4.333	
		Received completion forms to student with INC grades	40%	45% (1,449)	5	5	5	5	
		Received application for graduation to students	40%	45%	5	5	5	5	
		Update of class rosters							
		Print CORs of students							
		Validate student certificate of registration (COR)							
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Authenticate TOR, diploma and certificate of students	40%	45% (280)	5	5	5	5	
OUR MFO 3. Student Records Management Services	PI 2: Percentage of student information encoded and stored in data base	Encodes continuing students shifted to another curriculum							
	information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retrieving and controlling controlled documents	40%	45%	5	5	5	5	
		Assigning of document numbers and other coding controls for document coordination with the DRC	40%	45%	5	5	5	5	

OUR MFO 4: Administrative and Facilitative Services		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	40%	45%	5	5	5	5		
		Internal documents in the office are reviewed according to the quality procedure	40%	45%	5	5	4	4.667		
		Keeps and files controlled copy of internal documents.	40%	45%	5	5	5	5		
		Take down notes and prepare minutes of the Registrar's staff meeting	40%	45%	5	5	4	4.667		
	PI 3: Number of documents acted upon	Facilitate submission of documents to QAC through regular audits	40%	45%	5	5	4	4.667		
		Receives registration forms of students								
		Types communications/correspondence	40%	45%	5	5	4	4.667		
		Receives and facilitates the signing and approval of documents	40%	45%	5	5	5	5		
		Approve grade sheets submitted by faculty								
		PI 5: Percentage of queries served on time	Attending to various inquiries/requests from parents, students and other clients	40%	45%	5	5	5	5	
		Attends to clients transacting business	40%	45% (1,627)	5	5	5	5		
OUR MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Clients served within the day	0 not-acted upon validated complaint	0 not-acted upon validated complaint	5	5	5	5		
Total Over-all Rating					5	4.83	4.61	4.81		
	Average Rating (Total Over-all rating divided by 4)		4.81		Comments & Recommendations for Development Purpose: 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.					
Additional Points:										
	Punctuality									
	Approved Additional points (with copy of approval)									
FINAL RATING			4.81							
ADJECTIVAL RATING			Outstanding							

Evaluated & Rated by:


MARWEN A. CASTAÑEDA
University Registrar

Recommending Approval:

NA

Dean / Director

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

Date: _____

Date: 10/6/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2021**

Name of Staff: **JOAN ROSEMARIE A. BANZON**

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	5	4	3	2	1

Vision:
Mission:

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

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improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 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	58				
Average Score	4.833				

Overall recommendation : _____



MARWEN A. CASTAÑEDA
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BANZON, Joan Rosemarie A.
Performance Rating: January to June 2021

Aim: Ms. Banzon will have improved records' management and gain better strategies
In attaining customer satisfaction that will lead the office improved satisfaction.

Proposed Interventions to Improve Performance:

Date: February 2021 Target Date: June 2021

First Step: Ms. Banzon to attend ISO related webinars as well as trainings on
improving customer service satisfaction.

Result: Ms. Banzon was able to attend the suggested webinars and is able to apply
her learning in her specific work responsibilities.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

Ms. Banzon to still be allowed to attend further webinars as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


JOAN ROSEMARIE A. BANZON
Name of Staff