VISAYAS STATE UNIVERSITY

UNIVERSITY REGISTRAR

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	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: **4.82**
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: **4.82**

FINAL NUMERICAL RATING **4.82**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

HOMER LOIS P. NAPOLES
Registrar II

Reviewed by:

MIRIAM M. DE LA TORRE
Immediate Supervisor

Recommending Approval:

N/A
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

UNIVERSITY REGISTRAR
Visayas State University, 1/F Administration Building
Visca, Baybay City, Leyte
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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**, Registrar II of the University Registrar, commit 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 2024.**

HOMER LOIS P. NAPOLES
Registrar II
Date: 9/10/24

MIRIAM M. DE LA TORRE
OIC University Registrar
Date: 9/10/24

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Accomplishments		Rating				Remarks
			Target	Actual	Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)									
OVPAA MFO 4: Registration Services									
OUR MFO 1: Registration and Graduation Services									
	PI 1. Percentage of projected students officially enrolled and registered	Monitor and assists student during enrollment and registration	100%	100%	5.00	4.00	5.00	4.67	
		Assists in the supervision of enrollment and registration	100%	100%	5.00	4.00	5.00	4.67	
	PI 2. Percentage of requested validated COR and COG prepared, printed, signed, and released	Assists in signing on behalf of the University Registrar	100%	100%	5.00	5.00	5.00	5.00	
		Supervises/assists in the preparation of the documents	100%	100%	5.00	5.00	5.00	5.00	
	PI 3. Percentage of prepared class and exam schedules released for posting one (1) month before the scheduled enrollment and major exam	Assists in the supervision of preparation of the schedule	100%	100%	5.00	4.00	4.00	4.33	
		Assists in addressing concerns regarding schedule preparation	100%	100%	5.00	5.00	4.00	4.67	
	PI 4. Percentage of students identified as candidates for graduation	Evaluate and identify candidates for graduation	100%	100% (15 1st Sem, 127 2nd Sem)	5.00	5.00	4.00	4.67	
		Prepares both tentative and final list of candidates for graduation	100%	100% (2 tentative list, 1 final list)	5.00	5.00	4.00	4.67	

	PI 5. Percentage of identified prospective honor graduates ranked and endorsed for approval	Evaluate and identify the ranking of candidates for the list of Latin Honors for endorsement	100%	100% (471 tentative candidates)	5.00	5.00	4.00	4.67	
		Prepares reports for identified candidates for Latin Honor for endorsement listing	100%	100% (1 tentative list)	5.00	5.00	4.00	4.67	
	PI 6. Percentage of Diploma prepared and processed for issuance to graduates	Review entries of prepared diplomas and return if correction is needed	100%	100% (4 graduates 1st Sem)	5.00	5.00	5.00	5.00	
		Prepares diploma holder and issues diploma to graduates	100%	100% (4 graduates 1st Sem)	5.00	5.00	5.00	5.00	
	PI 7. Percentage of TOR and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	Prepares and reviews documents as first issuance to graduates	100%	100%	5.00	5.00	5.00	5.00	
		Assists in the supervision of the preparation of documents for first issuance to graduates	100%	100%	5.00	5.00	5.00	5.00	
		Assists in signing on behalf of the University Registrar	100%	100%	5.00	5.00	5.00	5.00	
UMFO 6. General Administration and Support Services (GASS)									
OVPAA MFO 1. Administrative and Facilitative Services									
OUR MFO 2: Evaluation and Authentication Services									
	PI 1. Percentage of requests for scholastic records checked, evaluated and verified	Checks and evaluates scholastic records as requested	100%	100%	5.00	5.00	4.00	4.67	
		Checks and verifies scholasctic records as requested	100%	100%	5.00	5.00	5.00	5.00	
	PI 2. Percentage of students scholastic records evaluated for identification of academic status/standing	Checks and evaluates scholastic records for identification of academic status/standing	100%	100%	5.00	5.00	4.00	4.67	
	PI 3. Percentage of identified delinquent students endorsed for guidance and counseling	Checks and identifies delinquent students for endorsement to guidance and counseling	100%	100% (2 student endorsed)	5.00	5.00	4.00	4.67	
	PI 4. Percentage of graduating students evaluated and identified as candidates for latin honors	Prepares both tentative and final list of candidates for Latin Honors	100%	100% (35 final and 43 tentative students under ABELS, BSDC, BSFT identified)	5.00	5.00	5.00	5.00	

		Evaluates and identifies qualified list of candidates for Latin Honors	100%	100% (43 students under ABELS, BSDC, BSFT identified)	5.00	5.00	5.00	5.00	
	OUR MFO 3: Student Records Management Services								
	PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	Evaluates and updates student records	100%	100%	5.00	4.00	4.00	4.33	
		Supervises records unit and monitor filing/storage of student records	100%	100%	5.00	5.00	5.00	5.00	
		Monitor and remind student records staff for security and other concerns	100%	100%	5.00	5.00	5.00	5.00	
	PI 2. Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	Facilitate preparation of new student records for filing/storing	100%	100%	5.00	5.00	5.00	5.00	
		Supervise filing/storing of new student records in designated shelving	100%	100%	5.00	5.00	5.00	5.00	
	PI 3. Percentage of student information encoded and stored in database	Update student information in Cumulus	100%	100%	5.00	5.00	4.00	4.67	
	PI 4. Number of inactive student records scanned and stored in electronic copies	Scan and upload student records	50	1020 student records	5.00	4.00	4.00	4.33	
		Upload scanned electronic copies of student records to google drives	480	1020 student records	5.00	4.00	4.00	4.33	
	OUR MFO 4: Administrative & Facilitative Services								
	PI 1. Percentage of online requests and email queries responded on time	Reply to online queries and concerns	100%	100% (205 email replies)	5.00	5.00	4.00	4.67	
	PI 2. Percentage of submitted grade sheets reviewed, validated, and posted	Facilitate follow-up and concerns about submitted grades	100%	100%	5.00	5.00	5.00	5.00	
	PI 3. Percentage of requests for TOR, CAV, TC, and Certifications prepared, processed, and released	Facilitate follow-up concerns on requests for TOR, CAV, TC, and Certifications	100%	100%	5.00	5.00	5.00	5.00	
	PI 4. Percentage of requests for re-issuance of Diploma prepared, processed, and released	Facilitate follow-up concerns on requests for re-issuance of Diploma	100%	100%	5.00	5.00	5.00	5.00	
	PI 5. Percentage of requests for correction of names/personal data in school records facilitated, prepared, processed, and released	Facilitate requests for correction of names/personal data	100%	100%	5.00	5.00	5.00	5.00	
	PI 6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards	Facilitate requests for data-related concerns in accordance with DPA, FOI, as well as VSU Code Standards	100%	100%	5.00	5.00	5.00	5.00	

Innovations & Best Practices					
OUR MFO 6: Innovations and Best Practices					
Total Over-all Rating				**245.67**	

Average Rating	**4.82**
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	**4.82**
ADJECTIVAL RATING	**OUTSTANDING**

Comments & Recommendations for Development Purpose:

Generally dependable but with occassional delays in task completion. Should improve time management as timely attendance is crucial to maintaining productivity & meeting office goals.

Evaluated and Rated by:

MIRIAM M. DE LA TORRE
Department/Unit Head
Date: 9/10/24

Recommending Approval:

N/A
Dean/Director
Date: _____

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 09/13/24

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

VISAYAS STATE UNIVERSITY | UNIVERSITY REGISTRAR

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024
Name of Staff: **HOMER LOIS P. NAPOLES** Position: Registrar II

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

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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	58/12 = 4.83				
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					
Overall recommendation:						

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MIRIAM M. DE LA TORRE
Immediate Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HOMER LOIS P. NAPOLES
Performance Rating: January-June 2024

Aim: To become more effective and efficient Registrar practitioner.

Proposed Interventions to Improve Performance: Attendance to trainings on Leadership and management skills with particular focus on time management and organization

Date: _____ Target Date: CY 2024 and 2025

First Step: Reminded himself on the timely attendance in meeting office goals

Result: Was able to minimize delays in task completion

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Training to handle multiple tasks and deadlines efficiently while managing team responsibilities

Prepared by:

MIRIAM M. DE LA TORRE
OIC, University Registrar

Conforme:

HOMER LOIS P. NAPOLES
Registrar III