



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CHRISTAN MIKHAEL D. RESTOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CHRISTAN MIKHAEL D. RESTOR
Administrative Assistant II

Reviewed by:

MIRIAM M. DE LA TORRE
Immediate Supervisor

Recommending Approval:

Approved:

N/A
Dean/Director
ROTACIO S. GRAVOSO
Vice President for Academic Affairs



I, CHRISTAN MIKHAEL D. RESTOR, of the Registrar's Office commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June 2024

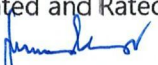
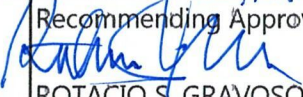
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OIC, University Registrar

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments	Rating				Remarks
				Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)								
OVPAAs MFO 4: Registration Services								
OUR MFO 1: Registration Services								
	PI 1. Percentage of projected students officially enrolled and registered	100% of projected students officially enrolled	100%	5	5	5	5	
	PI 2. Percentage of requested validated COR and COG prepared, printed, signed, and released	100% of requested validated COR and COG	4538	5	5	5	5	
	PI 3. Percentage of prepared class and exam schedules released for posting one (1) month before the scheduled enrollment and major exam	100% of class and exam schedules	100%	4	5	5	5	
OUR MFO 2: Graduation Services								
	PI 3. Percentage of Diploma prepared and processed for issuance to graduates	100% of Diploma issued to graduates	1361	5	5	5	5	
UMFO 6. General Administration and Support Services (GASS)								
OVPAAs MFO 1. Administrative and Facilitative Services								
OUR MFO 3: Evaluation and Authentication Services								

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments	Rating				Remarks
				Quality	Efficiency	Timeliness	Average	
	PI 1. Percentage of requests for scholastic records checked, evaluated and verified	100% of request for scholastic records	100% of request for scholastic records	5	5	5	5	
OUR MFO 4: Student Records Management Services								
	PI 3. Percentage of student information encoded and stored in database	100% of student information encoded in database	2691	5	5	5	5	
OUR MFO 5: Administrative & Facilitative Services								
	PI 1. Percentage of online requests and email queries responded on time	100% of requests and queries responded	2831	5	5	4	4.7	
	PI 2. Percentage of submitted grade sheets reviewed, validated, and posted	100% of submitted grade sheets	2754	5	5	5	5.0	
	PI 4. Percentage of requests for re-issuance of Diploma prepared, processed, and released	100% of request for Diploma re-issuance	52	5	5	5	5.0	
	PI 5. Percentage of requests for correction of names/personal data in school records facilitated, prepared, processed, and released	100% of request for correction of names/personal data	100% of request for correction of names/personal data	5	5	5	5.0	
	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	100% of requests for data acted upon	100% of requests for data acted upon	5	5	4	4.7	
	PI 7. Percentage of grade completion encoded and posted	100% of grade completion	100% of grade completion (931)	5	4	4	4.3	

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments	Rating				Remarks
				Quality	Efficiency	Timeliness	Average	
	PI 8. Percentage of request for dropping facilitated, encoded and filed	100% of request for dropping	100% of request for dropping (571)	5	5	4	4.7	
	PI 11. Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed	100% of LOA, readmission, shifting, and student clearance	100% of LOA, readmission, shifting (322)	5	4	5	4.7	
	PI 12. Number of statutory reports prepared and submitted	6 reports	26	5	5	5	5.0	
	PI 13. Percentage of request for student ID issued and validated	100% of request	100%	4	5	5	4.7	
	PI 16. Number of linkages with external agencies maintained	3	100%	5	4	5	4.7	
	PI 18. Number of quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard	8	100%	5	4	5	4.7	
	PI 20. Percentage of administrative documents acted within time frame	100%	100%	5	5	5	5.0	
	PI 21. Percentage of action plans implemented and monitored as scheduled	100%	100%	5	5	5	5.0	
OVPAAs MFO 2. Frontline Services								
Innovations & Best Practices								
OUR MFO 7: Innovations and Best Practices								

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Actual Accomplishments	Rating				Remarks
				Quality	Efficiency	Timeliness	Average	
Total:				4.9	4.8	4.8	4.8	
Average Rating (Total Over-all rating divided by 4)				4.83	Comments & Recommendations for Development Purpose: <i>Demonstrates expertise in executing tasks but sometimes too strict in approvals w/ terminations. Should attend leadership training on emotional intelligence & effective communication.</i>			
<i>Additional Points:</i>								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING				4.83				
ADJECTIVAL RATING								
Evaluated and Rated by:		Recommending Approval:		Recommending Approval:				
 MIRIAM M. DELA TORRE		NA		 ROTACIO S. GRAVOSO				
OIC, University Registrar		Dean/Director		Vice President for Academic Affairs				
Date: _____		Date: _____		Date: _____				

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024

Name of Staff: **CHRISTAN MIKHAEL D. RESTOR** Position: Administrative Assistant 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



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:						


MIRIAM M. DE LA TORRE
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHRISTAN MIKHAEL D. RESTOR

Performance Rating: January-June 2024

Aim: To enhance Leadership competencies.

Proposed Interventions to Improve Performance: Attendance to Leadership development programs focused on emotional intelligence and effective communication.

Date: _____ Target Date: before end of CY 2024 or within CY 2025

First Step: Encourage to take a proactive role for the team

Result: Started initially thru caucus and informal discussions about team's directions and goals.

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Attendance to Leadership development programs focused on emotional intelligence and effective communication.

Prepared by:


MIRIAM M. DE LA TORRE
OIC, University Registrar

Conforme:


CHRISTAN MIKHAEL D. RESTOR
Administrative Assistant II