



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	4.65	70%	3.255
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.449
TOTAL NUMERICAL RATING			4.705

TOTAL NUMERICAL RATING: **4.705**

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

TOTAL NUMERICAL RATING: **4.705**

FINAL NUMERICAL RATING **4.705**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JOAN ROSEMARIE A. BANZON
Name of Staff

Reviewed by:

MARWEN A. CASTANEDA
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 indicated measures for the period July to December 2022.

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	Received and check entrance credentials of new students (freshmen and transferees)	90%	100% of 2,453 new students	5	5	4	4.667	
		Received and recorded of class rosters							
		Received and recorded of gradesheets							
		Assigned offering number to requested subjects	90%	100% of 26 requests	5	5	4	4.667	
		Recorded approved LOA, readmission, shifting, request for overload and dropping of subjects	90%	100% of 1,162 records	5	4	4	4.333	
		Received completion forms to student with INC grades							
		Received application for graduation to students	90%	100% of 38 applications	5	4	4	4.333	
		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	Authenticated TOR, diploma and certificate of students	90%	100% of 23 records	5	5	4	4.667	
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)	Issued, maintained, retrieved and controlled documents	90%	100%	5	5	4	4.667	
		Assigned of document numbers and other coding controls for document coordination with the DRC	90%	100%	5	5	4	4.667	

OUR MFO 4: Administrative and Facilitative Services		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	100%	5	5	4	4.667
		Internal documents in the office are reviewed according to the quality procedure	90%	100%	5	4	4	4.333
		Kept and filed controlled copy of internal documents.	90%	100%	5	4	4	4.333
		Take down notes and prepare minutes of the Registrar's staff meeting	90% (2)	100% of 4 meetings	5	4	4	4.333
	PI 3: Number of documents acted upon	Facilitated submission of documents to QAC through regular audits	90%	100%	5	4	4	4.333
		Received registration forms of students						
		Draft Academic Calendar	1	1	5	4	4	4.333
		Number of NCs received and acted upon	0	1	5	5	5	5
		Number of CARs received and acted upon	0	4	5	5	5	5
		Typed communications/correspondence	90%	100%	5	4	4	4.333
		Received and facilitated the signing and approval of documents	90%	100%	5	5	5	5
		Approved grade sheets submitted by faculty						
	PI 5: Percentage of queries served on time	Attended to various inquiries/requests from parents, students and other clients	90%	100%	5	5	5	5
		Attended to clients transacting business	90%	100%	5	5	5	5
		Attended meetings/webinars	10	15	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	4.62	4.33	4.65
Average Rating (Total Over-all rating divided by 4)			4.65	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			4.65					
ADJECTIVAL RATING			Outstanding					

Evaluated & Rated by:


MARWEN A. CASTAÑEDA

University Registrar

Date: JAN 12 2023


Recommending Approval:

NA

Dean / Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2022**

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

Position: **ADMINISTRATIVE AIDE VI**


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				

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	4.833				

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: BANZON, JOAN ROSEMARIE A.

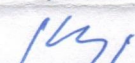
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output .	Regular day-to-day haggle re:ISO matters and document ation	August 22, 2022 October 11, 2022 November 18, 2022 December 21, 2022	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output	November 18, 2022	✓	Responsible Team #3	

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: BANZON, Joan Rosemarie A.
Performance Rating: July to December 2022

Aim: Ms. Banzon will have gained an expertise in quality records' management and will be more empowered holistically as a professional civil servant.

Proposed Interventions to Improve Performance:

Date: August 2022 Target Date: November 2022

First Step:

Ms. Banzon to attend CSC recommended, ISO related and other relevant
webinars necessary for her professional growth and for office advantage
Especially in her role as dDRC.

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: _____

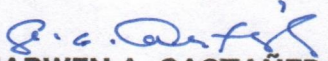
Next Step:

Outcome: _____


Final Step/Recommendation:

Ms. Banzon to continue attending further webinars as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


JOAN ROSEMARIE A. BANZON
Name of Staff