



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHRISTIE CYRENE T. TAUY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: **4.71**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.71**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CHRISTIE CYRENE T. TAUY
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTIE CYRENE T. TAUY**, of the **Dean of Students Office** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December, 2024**.


CHRISTIE CYRENE T. TAUY
Ratee


Approved: **CHRISTINA A. GABRILLO**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Student Welfare Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	2% of the CME population (32 students)	37	5	5	5	5	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	95%	5	5	4	4.67	
	Number of group growth guidance/Psychosocial Support/ seminars/sessions/ activities conducted/initiated	Conducts/facilitates/participates in group guidance/psychosocial support/ seminars/activities	3	4	5	5	4	4.67	Wellness at DSO; Mental Health Seminar; Character Enhancement (2x Sept & Nov 2024)
Student Development Services	Number of leadership seminars/trainings/orientation organized/conducted/initiated/coordinated by SDSO	Conducts/Coordinates orientations/seminars/for a/ trainings/ given to student leaders	4	6	5	5	5	5	Student Leaders Faci Training; Re-Orientatation Seminar with Secretaries, Treasurers & Presidents; Student Leadership Seminar; Re-Echo Seminar; Transition Seminar; Crime

									Prevention; CAS Leadership Seminar
	Number of consultations conducted to student leaders	Conducts consultation/Conference to student leaders on organization-related issues/matters	70	94	4	4	4	4	
	Number of student leaders evaluated and recommended for attendance to seminars, trainings, conferences and/or conventions outside of the VSU	Evaluates/Endorses student leaders for attendance to seminars, trainings, conventions and conferences.	50	61	5	4	4	4.33	
	Percentage of student organization applicants evaluated and endorsed for recognition 2 weeks after the deadline	Evaluates/screens/ interviews/endorsees applicants for recognition of campus organizations	90%	100%	4	5	5	4.67	
		Issues Certificates of Recognition to accredited organizations	60	66	5	5	5	5	
		Coordinates awards and recognition for deserving students and organizations	0						
	Number of student organization activities endorsed/monitored (includes tutorials and other academic-related undertakings)	Coordinates/monitors and recommends for approval student organization activities	200	519	5	5	4	4.67	
	Number of collaborative activities/community outreach programs/projects facilitated/coordinated	Coordinates/monitors, recommends for approval collaborative activities/community outreach programs/projects	5	11	5	5	5	5	
	Number of organizations conducted Officers Transition Training/Meeting and have used	Coordinates and recommends for approval Organizations	30	34	4	4	4	4	

	the Transition Guide developed as reference	conducting Transition Meeting/Trainings							
Administrative & Support Services	Number of program/institutional accreditation related process supported	Prepares documents for student support services	2	4	5	5	4	4.67	
	Number of Webinars/Seminars attended	Attends webinars	1	4	5	5	5	5	
Aligned Frontline Services	Efficient and Customer Friendly	Responds efficiently/client-friendly	0% complaints	0	5	5	5	5	
Innovations & New Best Practices Development Services	Number of new systems/innovations/proposals introduced and implemented	New Innovation	1	1	4	4	5	4.33	Partnership of Student Organizations in the Mental Health Initiatives of DSO;
	Number of request for expert services in seminar/workshops served/provided	serves as resource speaker	1	3	4	5	5	4.67	Character Enhancement 2x; Transition Training; Mental Health Seminar
ISO 9001:2015 Aligned Documents and Compliant Process	Number of procedures/guidelines/processes /activities reviewed/changed for improvement and implementation	Reviews programs/processes/activities/guidelines and recommends changes for improvement	1	2	4	4	4	4	
	Percentage compliance of reporting requirements	Submits required reports/documents on time	100%	100%	5	4	4	4.33	
Other Administrative Services	Number of other administrative services conducted	Checks/audits dormitory/organizations reports	120	132	5	5	4	4.67	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	30	66	5	5	5	5	
		Signs/countersigns clearance of students	200	230	5	5	5	5	

		Presides/serves meetings/committees	3	4	5	5	5	5	
		Serves as officer in-charge of other office sections	2	3	5	5	5	5	
Total Over-all Rating								107.68	

Average Rating (Total Over-all rating divided by 23)		4.68
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Well done.

Evaluated & Rated by:


CHRISTINA A. GABRILLO
 Dept/Unit Head

Date: _____

Recommending Approval:


CHRISTINA A. GABRILLO
 Dean of Students

Date: _____

Approved by:


ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services

Date: MAR 04 2025

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo

Number of Personnel: 8

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring July 8, 2024 July 11, 2024 July 29, 2024 Aug. 5, 2024 Aug. 12, 2024 Aug. 19, 2024 Sept. 2, 2024 Sept. 17, 2024 Sept. 30, 2024 Oct. 7, 2024 Oct. 14, 2024 Nov. 8, 2024 Nov. 25, 2024 Dec. 11, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACCUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
Coaching	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation

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

Conducted by:


CHRISTINA A. GABRILLO
Dean of Students

Noted by:


ALELI A. VILLOCINO
Vice-President, Student Affairs and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHRISTIE CYRENE T. TAUY**

Performance Rating: **OUTSTANDING**

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

Results:

- Mastery in the OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2024

Target Date: December, 2024

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students.
- Implement initially revised program during the Student Services Days.


Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program

Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:


CHRISTINA A. GABRILLO
Unit Head

Conforme:


CHRISTIE CYRENE T. TAUY
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2024

Name of Staff: Christie Cyrene T. Tauy Position: Guidance Counselor I

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

DEAN OF STUDENTS OFFICE

Visayas State University, USSO, Baybay City, Leyte
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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	4.83				

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Printed Name and Signature
 Head of Office