

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARWEN A. CASTAÑEDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70 %	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30 %	1.5
TOTAL NUMERICAL RATING			4.93

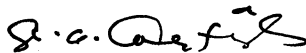
TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding


Prepared by:


Marwen A. Castañeda
Name of Staff

Reviewed by:


Manolo B. Loreto, Jr.
Office Head

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARWEN A. CASTAÑEDA**, of the **USSO** 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, 2018**.


MARWEN A. CASTAÑEDA

Approved:


MANOLO B. LORETO, JR.

Ratee

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Recruitment & Admission Services	Number of incoming students oriented/evaluated in terms of enrollment requirements, given entrance examination, and enrolled	Orients student applicants and adminsters the CAT, evaluates documents during enrollment	500	640	5	5	5	5.00	
Student Welfare Unit: Guidance & Counseling Services	Number of times guidance services conducted	Plans/prepares/formulates/designs guidance program/modules/activities/guide-lines/manual	8	11	5	4	4	4.33	
	Number of times training designs and power points made	Prepares and makes training design powerpoint presentations	9	10	4	5	5	4.67	
	Number of times coordinated with other support services and the community	Coordinates with the different support service offices and school community seeking assistance and guidance activities	18	20	5	5	5	5.00	
	Number of times consultations/conferences/coordi-nations conducted	Conducts consultations/case conferences/coordination with the C/DBGFs/Heads of Support Services/Deans/Dept. Heads	18	20	5	5	5	5.00	

Student Development Unit: Campus Ministry Services	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other related documents	6	11	5	5	5	5.00	
		Plans, coordinates and facilitates inter-campus ministry activity	2	3	5	5	5	5.00	
	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other related documents	6	11	5	4	5	4.67	
		Plans, coordinates and facilitates inter-campus ministry activity	2	3	5	5	5	5.00	
General Administration and Other Support Services	Number of times served, conducted and accomplished general administration and other support services	Serves as GAD Focal Point Person of USSO, attends meetings, coordinates with ASHO, makes planning and submits report	3	5	5	5	5	5.00	
		Serves as Member of the Administrative Scholarship Committee	5	6	5	5	5	5.00	
		Serves, attends meetings/initiatives as member/representative/documenter on different administrative committees	7	9	5	5	5	5.00	
		Serves as resource person/lecturer/topic expert during special programs/seminars/fora	7	8	5	5	5	5.00	
General Administration and Other Support Services	Number of times served, conducted and accomplished general administration and other support services	Signs activity permits/certificate of good moral character/clearance of graduating students/shifting/readmission/withdrawals/promisory/etc.	275	400	5	5	5	5.00	
		Serves as officer in-charge of USSO Dean's Office and other office sections	5	5	5	5	5	5.00	

Student Welfare Unit: Guidance & Counseling Services	Number of times facilitated, conducted, acts a speaker in seminars, trainings, sessions, committees.	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities/trainings/sessions	9	14	5	5	5	5.00	
	Number of times provided assistance to guidance counselors and psychometrician	Assists guidance counselors and psychometrician through program planning, evaluation, feedbacking	17	19	4	5	5	4.67	
	Number of times designed, presented and utilized guidance forms	Designs/presents/utilizes guidance forms	120	122	4	5	5	4.67	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; academic; career)	43%	43%	4	5	5	4.67	
Student Welfare Unit: Guidance & Counseling Services	Percentage of students followed-up and who availed of consultations	Follow-up, follow-through and consultations	43%	43%	4	5	5	4.67	
	Percentage of individual records of students updated (Graduate School and College of Education)	Encodes, profiles, and files individual inventory of new students	60%	65%	5	5	5	5.00	
	Number of times information are disseminated	Disseminates information/inquiries; Updates bulletin boards; Designs, prints and circulates fliers/brochures on relevant issues; Acts as resource person/facilitator	255	300	5	5	5	5.00	
	Number of times evaluation results, data gathered are analysed and reported.	Collates, analyses, makes recommendations and submits survey results.	3	4	5	5	5	5.00	
	Number of times research are done.	Initiates or participates in doing and accomplishing action research or studies.	1	2	5	5	5	5.00	
	Number of coordination/meeting with the different campus ministers	Coordinates with campus ministers regarding their initiatives for students	2	7	5	5	5	5.00	

Efficient and customer-friendly frontline service	Zero complaint from clients unserved	Guidance Coordinator; designated Graduate School, College of Education, Senior and Junior High Guidance Counselor; Campus Ministry Coordinator	0 Complaint	0 Complaint	5	5	5	5.00	
Total Over-all Rating								127.33	


Average Rating (Total Over-all rating divided by 26)	4.90
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	OUTSTANDING


Comments & Recommendations for Development Purpose: Must attend trainings in research as related to USSO functions


Evaluated and Rated By

Recomending Approval:

Approved by:


MANOLO B. LORETO
Unit Head
Date: _____


MANOLO B. LORETO, Jr.
Dean, USSO
Date: _____


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018

Name of Staff: Marwen A. Castañeda

Position: Guidance Coordinator


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		59				
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	75				
Average Score	5.00				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head