OFFICE OF THE HEAD OF
PERFORMANCE MANAGEMENT AND
REWARDS & RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARWEN A. CASTAÑEDA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
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:

MARWEN A. CASTAÑEDA
Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marwen A. Castañeda** of the _Office of the University Registrar_ commits 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_, _2021_.

MARWEN A. CASTAÑEDA
Ratee

Approved: **BEATRIZ S. BELONIAS**
Vice President for Academic Affairs

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									
Efficient conduct of enrollment of new freshmen, transferees and continuing students	Number of new freshmen students, transferees and continuing students enrolled	Supervised the preparation and conduct of enrollment both manual and online.	3500	7,059	5	5	4	4.67	
Effective evaluation of graduating students	Number of candidates for graduation endorsed to the academic council for approval of the Board of Regents	Supervised the evaluation and verification of the candidates for graduation	300	147	5	4	4	4.33	Number decreased due to the 2 years gap in the K12 implementation and the challenges of the pandemic
Efficient preparation and verification of transcript of records for graduating students	Number of pages of transcript of records reviewed, checked and signed	Reviewed and signed transcript of records prepared for graduating students	1075	1165	5	5	4	4.67	

			Target	Actual	Q	E	T	Average	Remarks
Complete diploma, diploma covers and transcript of records distributed to graduating students	Number of sets of diploma, diploma covers and transcript of records prepared	Supervised the preparation, verification, checking and distribution of diploma, diploma cover and transcript of records	300	294	5	4	5	4.67	Number decreased due to the 2 years gap in the K12 implementation and the challenges of the pandemic
OUR MFO 2: Evaluation and Authentication Services									
Issuance of complete and correct Transfer Credentials, TORs, and Certifications to clients	No. of Transfer Credentials, TORs (second or more copies), and certifications verified and checked	Reviewed and signed transfer credentials, TORs (second or more copies), and certifications issued to clients	1600	1991	5	5	5	5.0	
Accurate list of candidates for Latin honors verified	Number of tentative candidates for Latin Honors verified and presented to Honors and Awards Committee, Academic Council and endorsed for approval of the Board of Regents	Reviewed and verified tentative candidates for Latin honors	20	29	5	5	5	5.0	
OUR MFO 3: Students Records Management Services									
Organized, updated and secured student records	No. of student records of continuing and new students updated and filed	Supervised that student records are organized and updated	3050	7,059	5	5	4	4.67	
Statistical reports submitted are complete, accurate and timely	No. of statistical reports prepared and submitted to requesting agencies	Reviewed and certified statistical reports prior to submission to other agencies	55	57	5	4	5	4.67	
OUR MFO 4: Administrative and Facilitative Services									
Improvement of procedures and systems of the office	No. of improvements of the Registrar's Computerized System and online registration implemented	Met with computer programmer, faculty, staff involved in the system to discuss what improvements had to be done	15	27	5	5	5	5.0	

Attendance to meetings, briefings, seminars and trainings	Number of meetings, briefings, seminars and trainings attended	Attended meetings, briefings, seminars and trainings	30	42	5	5	5	5.0
Efficient office management	Number of personnel directly supervised	Supervises personnel of Registrar	12 Personnel	12 Personnel	5	5	5	5.0
Regular conduct of staff meeting	Number of staff meetings conducted	Prepare agenda, conduct meeting and minutes of meeting	5	9 times both face to face and online	5	5	5	5.0
OUR MFO 5: Frontline Services								
Efficient & customer friendly frontline service	Zero percent verified complaint from clients served	Attends to queries and consultation on personnel matters	Zero percent verified complaints unresolved/unattended	Zero percent verified complaints unresolved/unattended	5	5	5	5.0
Other Outputs								
Introduction of effective innovations	Number of proposals or innovations being introduced	Formulate, seek approval of proposals, implement innovations for better office management and delivery of services	2	3	5	5	5	5.0
Committee memberships	Number of committee memberships actively involved	Attends to meetings on the as called by the Committee Chairs	3	14	5	5	5	5.0
Guidance and Counseling (as Affiliate Counselor at ODS)	Percentage of referred students and other clients counseled and followed-up	Counseled/followed-up referred students for re admission and coping adjustment due to the pandemic.	90% of referred students and other clients are attended	45% of referred or requested counseling sessions were attended	5	5	5	5.0
Off-campus professional engagements	Number of trainings/webinars facilitated as subject matter expert/resource person	Invited, acted as speaker resource person or subject matter expert in relation to professional specialization by/to other organizations	2	3	5	5	5	5.0

Total Over-all Rating							82.68	

Average Rating (Total Over-all rating divided by 17)	4.86	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.86	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Work to properly frain course evaluators to avoid errors

Evaluated & Rated by:

/signature/

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 10/6/21

Approved by:

/signature/

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 10/6/21

VISAYAS STATE UNIVERSITY

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2021**
Name of Staff: **Marwen A. Castañeda**   Position: **University Registrar**

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					

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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	81				
Average Score	4.76				

Overall recommendation   : _____

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CASTAÑEDA, Marwen A.**
Performance Rating: January to June 2021

Aim: Ms. Castañeda will gain more knowledge in the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures in her role as the University Registrar.

Proposed Interventions to Improve Performance:

Date: _February 2021___ Target Date: _June 2021__

First Step: Ms. Castañeda to attend seminars and/or trainings on latest policies or current trends in relation to registration and academic records and office management.

Result: Ms. Castañeda was able to attend NARSUC webinars in May and June for the first and second of three sessions which were very helpful in her knowledge about Registrar related responsibilities as mandated by law.

Date: _____ Target Date: _____

Next Step: _____

_____

_____

Outcome:_____

Final Step/Recommendation:
    Ms. Castañeda be allowed to attend further trainings/seminars as suggested.

_____

Prepared by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Conforme:

MARWEN A. CASTAÑEDA
Name of Staff