



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.71	70%	3.297
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.083	30%	1.225
TOTAL NUMERICAL RATING			4.522

TOTAL NUMERICAL RATING: **4.522**

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

TOTAL NUMERICAL RATING: **4.522**

FINAL NUMERICAL RATING **4.522**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CHRISTAN MIKHAEL D. RESTOR
Name of Staff

Reviewed by:

MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 July-December 2022

CHRISTAN MIKHAEL D. RESTOR

Ratee

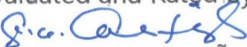

Approved:

MARWEN A. CASTAÑEDA

University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
MFO 1. Registration and Graduation Services	1	PI 1: Percentage of students officially enrolled and registered	Prepares Schedule of Classes (Undergraduate courses)	90%	100% (3441)	5	5	5	5.00	
			> Encodes new subjects, descriptive title, etc. to Foxbase (Class scheduling system)							
			> Encodes new subjects, descriptive title, etc. to Cumulus (Enrollment system)							
			> Process class schedule							
			> Updates the returned class schedule with correction							
			> Processed and finalized the class schedule							
			> Encodes class schedules, class size, etc. to Cumulus (enrollment system)							
			> Checks & reviews the encoded schedules by block and by department							
	2		Encoding of subjects students enrolled	90%	100% (3441)	5	4	5	4.67	
	3		Updates and monitors class size by section during registration	90%	90% (3421)	5	5	5	5.00	
	4		Prints COR of students	85%	85% (15000)	5	5	4	4.67	
	5		Prepares statistical reports of enrollment daily for updating	85%	85% (150)	5	5	4	4.67	
	6		Prepares the enrolment list of students in PDF and MS Excel format	90%	90%	4	5	5	4.67	
	7		Encoding of application for adding/changing/withdrawal of subjects	85%	85% (1050)	5	5	5	5.00	
	8		Prepares & encodes assignment of permanent academic advisers for new students	95%	95% (2826)	5	4	4	4.33	
			Prepares Examination Schedule (Undergraduate & graduate)							

	9	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Updates scholars GPA and total units enrolled by term as provided by USSO.	95%	100%	5	4	5	4.67	
		PI 4: Number of times graduation/commencement related	Prepares the list of candidates for graduation for rehearsal and commencement program							
MFO 2. Evaluation and Authentication Services	10	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Prepares list of student with scholastic delinquency > Extracts data from SRMS for conversion to FoxBase > Processed the data and generates the list with scholastic deficiencies to course evaluators for checking/guide/reference	90%	90%	4	5	5	4.67	
	11	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	Prepares and processed GPAs of all graduating students > Extracts data from SRMS for conversion > Converts SRMS data to Foxbase in processing GPAs of graduating students > Segregates GPAs qualified for honors > Generates report to course evaluators for re-checking/guide/reference	85%	85%	5	5	4	4.67	
	12	PI 3: Number of documents acted upon	CHED On Line submission of reports using the CHECKS program > Report of inventory of laboratory units actually enrolled by curricular program & major discipline > Reports of actual inventory of lecture units enrolled by curricular program & major discipline > Report on enrolment data by curricular program & major discipline for the last 3 school years & current semester > A report on list of graduates by degree program, major discipline for the last 4 years.	90%	90%	5	4	5	4.67	
	13		DBM Required Reports: > Report on projected enrolment of all courses for the last 3 academic years > Report on projected total units enrolment by degree program for 3 academic years > Consolidates report on FTE of main & external campus > Report on unweighted and weighted enrolment by program, level, sex and discipline	85%	90%	5	4	5	4.67	
MFO 4. Administrative and Facilitative Services	14		Prepares & accomplish report of foreign students to CHED, NBI, NICA & BI	80%	80%	5	4	5	4.67	

15	Assists students conducting research required in their classes/degree. Emails and other inquiries	95%	100%	5	5	4	4.67
Total Over-all Rating				73	69	70	71
				4.87	4.60	4.67	4.71
Average Rating (Total Over-all rating divided by 4)		4.71	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		4.71					
ADJECTIVAL RATING		O					
Evaluated and Rated by:  MARWEN A. CASTAÑEDA University Registrar		Recommending Approval: NA Dean/Director		Recommending Appr  BEATRIZ S. BELONIAS Vice President for Academic Affairs			
Date: <u>JAN 10 2023</u>		Date: _____		Date: _____			

1 – Quality 2 – Efficiency

3 – Timeliness

4 – Average

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

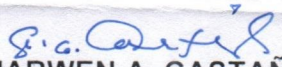
Name of Personnel: CHRISTAN MIKHAEL D. RESTOR

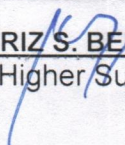
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re: IT related OUR services	August 22, 2022 October 11, 2022 November 18, 2022 December 21, 2022	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output	October 11, 2022	✓	Responsible Team #2	

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

Conducted by:


Noted by:


MARWEN A. CASTAÑEDA
 Immediate Supervisor


BEATRIZ S. BELONIAS
 Next Higher Supervisor

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		4.083				

Overall recommendation : _____


MARWEN A. CASTAÑEDA
 Printed Name and Signature
 Head of Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2022**

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

Position: **ADMINISTRATIVE AIDE III**

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		49				

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RESTOR, Christan Mikhael D.

Performance Rating: July to December 2022

Aim: Mr. Restor to be able to design an improved system in the class scheduling and records data digitizing/management system.

Proposed Interventions to Improve Performance:

Date: August 2022 Target Date: November 2022

First Step: To allow Mr. Restor to make engagements in creating or proposing an improved scheduling and data/records management system.

Result: Mr. Restor was not able to take the suggested engagements due to DPA related considerations as claimed by the facilitating unit. However, he was able to attend relevant topics especially in building more character improvement techniques which is useful for his role in the office and is able to apply his learning with his specific work responsibilities.

Date: _____ Target Date: _____

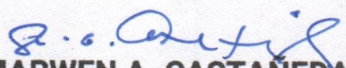
Next Step: _____

Outcome: _____

Final Step/Recommendation:

Mr. Restor be allowed to look and undergo possible related engagements.

Prepared by:


MARWEN A. CASTANEDA
Unit Head

Conforme:


CHRISTAN MIKHAEL D. RESTOR
Name of Staff