



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: CHRISTIAN MICHAEL D. RESTOR

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.67                    | 70%                      | 3.269                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.75                    | 30%                      | 1.425                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.694</b>                            |

TOTAL NUMERICAL RATING: 4.694

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.694

FINAL NUMERICAL RATING 4.694

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

CHRISTIAN MICHAEL RESTOR  
Name of Staff

Reviewed by:

MARWEN A. CASTANEDA  
University Registrar  
Department/Office Head

Recommending Approval:

Approved:

XA  
Dean/Director

BEATRIZ S. BELONIAS  
Vice President

# **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 targets in accordance with the indicated measures for the period January-June 2021

**CHRISTAN MIKHAEL D. RESTOR**

Ratee

Approved: **MARWEN A. CASTANEDA**

University Registrar

| MFO/PAPs   |   | SUCCESS INDICATORS   | TASKS ASSIGNED   | TARGET | ACTUAL ACCOMPLISHMENT | RATING         |                |                |                | REMARKS |
|--|---|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|  |   |  |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>MFO 1. Registration and Graduation Services</b> | 1 | <b>PI 1: Percentage of students officially enrolled and registered</b> | <b>Prepares Schedule of Classes (Undergraduate courses)</b>                              | 40%    | 45%                   | 4              | 4              | 5              | 4.33           |         |
|  |   |  | > 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 |  | <b>Encoding of subjects students enrolled</b>  | 50%    | 60%                   | 4              | 5              | 5              | 4.67           |         |
|  | 3 |  | <b>Updates and monitors class size by section during registration</b>                    | 45%    | 50%                   | 5              | 4              | 5              | 4.67           |         |
|  | 4 |  | <b>Prints COR of students</b>  | 30%    | 40%                   | 5              | 5              | 5              | 5.00           |         |
|  | 5 |  | <b>Prepares statistical reports of enrollment daily for updating</b>                     | 40%    | 45%                   | 5              | 5              | 4              | 4.67           |         |
|  | 6 |  | <b>Prepares the enrolment list of students in PDF and MS Excel format</b>                | 40%    | 45%                   | 5              | 5              | 4              | 4.67           |         |
|  | 7 |  | <b>Encoding of application for adding/changing/withdrawal of subjects</b>                | 45%    | 50%                   | 5              | 5              | 4              | 4.67           |         |
|  | 8 |  | <b>Prepares &amp; encodes assignment of permanent academic advisers for new students</b> | 35%    | 40%                   | 5              | 5              | 4              | 4.67           |         |
|  |   |  | <b>Prepares Examination Schedule (Undergraduate &amp; graduate)</b>                      |        |                       |                |                |                |                |         |

|  |    |   |  |     |     |   |   |   |      |  |
|--|----|---|--|-----|-----|---|---|---|------|--|
| MFO 2.<br>Evaluation<br>and<br>Authenticati<br>on Services   | 9  | <b>PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced</b>        | <b>Updates scholars GPA and total units enrolled by term as provided by USSO.</b>  | 37% | 47% | 5 | 5 | 4 | 4.67 |  |
|  |    | <b>PI 4: Number of times graduation/commencement related</b>  | <b>Prepares the list of candidates for graduation for rehearsal and commencement program</b>                               |     |     |   |   |   |      |  |
|  | 10 | <b>PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released</b> | <b>Prepares list of student with scholastic delinquency</b>  | 45% | 47% | 5 | 5 | 4 | 4.67 |  |
|  |    |   | > 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 |     |     |   |   |   |      |  |
|  | 11 | <b>PI 2: Percentage of prospective honor graduates identified, ranked, and results reported</b>         | <b>Prepares and processed GPAs of all graduating students</b>  | 30% | 40% | 5 | 4 | 4 | 4.33 |  |
|  |    |   | > 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  |     |     |   |   |   |      |  |
| MFO 4.<br>Administrati<br>ve and<br>Facilitative<br>Services | 12 | <b>PI 3: Number of documents acted upon</b>   | <b>CHED On Line submission of reports using the CHECKS program</b>   | 40% | 45% | 5 | 5 | 5 | 5.00 |  |
|  |    |   | > 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.                                  |     |     |   |   |   |      |  |
|  | 13 |   | <b>DBM Required Reports:</b>   | 30% | 40% | 4 | 4 | 5 | 4.33 |  |
|  |    |   | > 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   |     |     |   |   |   |      |  |
|  | 14 |   | <b>Prepares &amp; accomplish report of foreign students to CHED,NBI,NICA &amp; BI</b>                                      | 10% | 20% | 5 | 4 | 5 | 4.67 |  |

|  |  |   |             |   |      |      |      |      |  |
|--|--|---|-------------|---|------|------|------|------|--|
| 15   |  | Assists students conducting research required in their classes/degree. Emails and other inquiries | 40%         | 45%   | 5    | 5    | 5    | 5.00 |  |
| <b>Total Over-all Rating</b>   |  |   |             |   | 72   | 70   | 68   | 70   |  |
|  |  |   |             |   | 4.80 | 4.67 | 4.53 | 4.67 |  |
| Average Rating (Total Over-all rating divided by 4)                      |  |   | <b>4.67</b> | Comments & Recommendations for Development Purpose:<br>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. <i>train center evaluators</i> |      |      |      |      |  |
| Additional Points:   |  |   |             |   |      |      |      |      |  |
| Punctuality  |  |   |             |   |      |      |      |      |  |
| Approved Additional points (with copy of approval)                       |  |   |             |   |      |      |      |      |  |
| FINAL RATING   |  |   | <b>4.67</b> |   |      |      |      |      |  |
| ADJECTIVAL RATING  |  |   | <b>0</b>    |   |      |      |      |      |  |
| Evaluated and Rated by:<br><i>S. A. Castañeda</i><br>MARWEN A. CASTAÑEDA |  | Recommending Approval:<br>NA  |             | Recommending Ap<br><i>[Signature]</i><br>BEATRIZ S. BELONIAS  |      |      |      |      |  |
| University Registrar   |  | Dean/Director   |             | Vice President for Academic Affairs   |      |      |      |      |  |
| Date: _____  |  | Date: _____   |             | Date: <i>10/06/21</i>   |      |      |      |      |  |

1 – Quality    2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: CHRISTIAN MICHAEL D. NOTER Position: ADMIN. AID II

**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   | 5     | 4 | 3 | 2 | 1 |

|  |          |   |   |   |   |
|--|----------|---|---|---|---|
| improvement of his work accomplishment   |          |   |   |   |   |
| 12. Willing to be trained and developed  | 5        | 4 | 3 | 2 | 1 |
| Score  | Total 57 |   |   |   |   |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>  | 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  | 4.75     |   |   |   |   |

Overall recommendation : \_\_\_\_\_

*S. C. Castañeda*  
MARWEN A. CASTAÑEDA

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RESTOR, Christan Mikhael D.  
Performance Rating: January to June 2021

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: February 2021 Target Date: June 2021

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

Result: Mr. Restor is still on the process of looking for possible engagements. Delay is Because of the enforcement of alternative work schedule which affects the flexibility of schedule and the availability of connections while working from home.


Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:  
Mr. Restor be allowed to look for possible engagements.

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Unit Head

Conforme:

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