



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	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.449
TOTAL NUMERICAL RATING			4.774

TOTAL NUMERICAL RATING: **4.774**

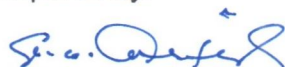
Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.774**

FINAL NUMERICAL RATING **4.774**

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

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 accomplishments in accordance with the indicated measures for the period January to June 2022.


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 online enrollment.	3,775	7,925	5	5	4	4.667	
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	235	1,573	5	5	5	5	
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	762	82	5	5	4	4.667	
Complete diploma, diploma covers and transcript of records distributed to graduating students	Number of sets of diploma, diploma covers and transcript of records prepared	Supervises the preparation, verification, checking and distribution of diploma, diploma cover and transcript of records	325	120	5	4	5	4.667	
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	Reviews and signs transfer credentials, TORs (second or more copies), and certifications issued to clients	1,600	4,970	5	5	5	5	
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	Reviews and verifies tentative candidates for Latin honors	20	512	5	5	5	5	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 2: Students Records Management Services									
Organized, updated and secured student records	No. of student records of continuing and new students updated and filed	Supervises that student records are organized and updated	3100	7,925	4	5	5	4.667	
Statistical reports submitted are complete, accurate and timely	No. of statistical reports prepared and submitted to requesting agencies	Reviews and certifies statistical reports prior to submission to other agencies	60	156	5	4	5	4.667	
OUR MFO 3: 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	Mets with computer programmer, faculty, staff involved in the system to discuss what improvements had to be done	15	21	5	5	5	5	
Attendance to meetings, briefings, seminars and trainings	Number of meetings, briefings, seminars and trainings attended	Attends meetings, briefings, seminars and trainings	32	54	5	5	5	5	
Efficient office management	Number of personnel directly supervised	Supervises personnel of Registrar	12 personnel	12 personnel	5	5	5	5	
Regular conduct of staff meeting	Number of staff meetings conducted	Checks and approves agenda, conducts meeting and approve minutes of meetings	5	4	5	4	4	4.333	
OUR MFO 4: 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	4	4	4	4	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Other Outputs									
Introduction of effective innovations	Number of proposals or innovations being introduced	Formulates, seeks approval of proposals, implement innovations for better office management and delivery of services	2	2	5	5	4	4.667	
Committee memberships	Number of committee memberships actively involved	Attends to meetings as called by the Committee Chairs	2	6	5	5	5	5	
Guidance and Counseling (as Affiliate Counselor at ODS)	Percentage of referred students and other clients counseled and followed-up	Counsels/follows-up referred students for re-admission and coping adjustments due to the pandemic.	40% of referred students and other clients are attended	40% of referred students and other clients are attended (1/3)	5	5	4	4.667	
Off-campus professional-related engagements	Number of trainings/seminars facilitated as subject matter expert/resource person	Responds to invitation as resource person or subject	1	0	5	5	4	4.667	
Total Over-all Rating					4.882	4.76	4.59	4.75	
	Average Rating (Total Over-all rating divided by 4)		4.75		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			4.75						
ADJECTIVAL RATING			Outstanding						


Evaluated & Rated by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/18/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/18/2022



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2022**

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

Position: **REGISTRAR IV**


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		83				
Average Score		4.88				

Overall recommendation :


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CASTAÑEDA, Marwen A.
Performance Rating: January to June 2022

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

Proposed Interventions to Improve Performance:

Date: February 2022 Target Date: June 2022

First Step: Ms. Castañeda to attend seminars/trainings or do benchmarking on latest policies, current trends or best practices in relation to registration and academic records management as well as personnel and office administration.

Result: Ms. Castañeda was able to attend the Data Privacy Act awareness webinar and did a 3-day benchmarking at NAP, UP and TUP which were very helpful in her knowledge about Registrar related management and administration.

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