

Annex P

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

(January – June 2016)

Name of Administrative Staff: **CHRISTIE CYRENE T. TAUY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70 %	3.171
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30 %	1.449
TOTAL NUMERICAL RATING			4.620

TOTAL NUMERICAL RATING: **4.620**


Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: **4.620**

ADJECTIVAL RATING: **Outstanding**

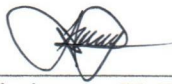
Prepared by:

Reviewed by:


Christie Cyrene T. Tauy
Name of Staff


Manolo B. Loreto, Jr.
Office Head

Recommending Approval:


Chairman, PMT

Approved:


EDGARDO E. TULIN
President

CHRISTIE CYRENET T. TAUVY

Manolo B. Loreto, Jr.
MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Counselor, & Other Administrative Services Provider	0 complaint	0 complaint	5	5	5	5.00	
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	3%	50%	5	5	5	5.00	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	50%	2	4	5	3.67	
	Percentage of new students given orientation/intake interview	Conducts orientation/intake interview of new students (BAS, BSA, BSDC, BSFT)	30	75	5	4	5	4.67	

	Number of individual records of new students updated (BAS, BSA, BSDC, BSFT)	Encodes, profiles, and files individual inventory of new students	30	140	5	4	5	4.67	
Student Welfare Unit: Guidance and Counseling Services	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	4	6	5	4	5	4.67	
	Number of times information are disseminated	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	5	9	5	4	5	4.67	
	Number of other guidance related activities attended/participated	Member/participant, presider, secretary, echoer	3	4	5	4	5	4.67	
	Number of orientations/seminars/fora/team buildings coordinated/given to student leaders	Conducted orientations/seminars/fora/team buildings given to student leaders	10	17	5	4	5	4.67	

Student Development Unit: Student Affairs/ Organizations Services	Number of evaluations/screenings/recognition s done	Evaluates/screens and interviews applicants for individual and finalist for organizational awards	0	0				0.00	
		Evaluates, screens and interviews organizations for recognition	60	76	5	5	5	5.00	
	Number of coordinations/monitorings done	Coordinates awards and recognition for deserving students and organizations	0	0				0.00	
		Coordinates/monitors and recommends for approval student organization activities	420	411	3	4	4	3.67	
		Coordinates/conducts oath taking ceremony	1	5	5	4	5	4.67	
	Number of coordinations done	Conducts regular meeting/consultations/conferences with organization leaders	30	60	5	4	5	4.67	
Administrative and Support Services	Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature	Issues certificates for students/faculty/staff	30	42	5	4	5	4.67	

	Number of program/institutional accreditation related process supported	Prepares documents for student support services	6	6	3	4	4	3.67	
Other Administrative Services	Number of other administrative services conducted	Serves as resource person for programs/seminars/fora	3	4	3	4	5	4.00	
		Checks/audits dormitory/organizations' financial reports	80	100	5	5	5	5.00	
		Checks/reviews dormitory/organizations' accomplishment report	80	100	5	5	4	4.67	
		Makes monthly financial report for VSU Recreation Center	6	6	3	4	3	3.33	
		Checks/reviews students' updating forms	3,500	3,950	5	4	4	4.33	
		Reviews/screens permits to hold exam and classes outside of regular class schedule	350	571	5	4	5	4.67	
		Reviews and signs resolution to withdraw of students organizations/dormitories and cottages	80	82	4	5	5	4.67	
		Serves as committee to activities conducted in the university	5	7	5	5	5	5.00	

	Signs clearance of students	1,600	1,940	5	4	5	4.67	
	Serves as officer in-charge of other office sections	5	7	5	5	5	5.00	
Total Over-all Rating							113.33	

Average Rating:	4.53
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.53
Adjectival Rating	Outstanding

Comments & Recommendations for Development Purpose:

Received by:

Planning Officer

Date:

PMT

Date:

Recommending Approval:

Vice President

Date:

Approved by:

EDGARDO E. JULIAN

President

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016Name of Staff: Christie Cyrene T. TauyPosition: Guidance Counselor I


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	58				
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	4.83				

Overall recommendation : _____


MANOLO B. LORETO JR.
 Name of Head