



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	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**Marwen A. Castañeda**  
Name of Staff

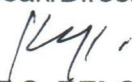
Reviewed by:

  
**Manolo B. Loreto**  
Department/Office Head

Recommending Approval:

  
**Manolo B. Loreto**  
Dean/Director


Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Marwen A. Castañeda, RGC**, of the **USSO** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **July** to **December**, 2019.

  
**MARWEN A. CASTAÑEDA, RGC**  
 Ratee

Approved:   
**MANOLO B. LORETO, JR.**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
<b>Recruitment &amp; Admission Services</b>	Number of incoming students oriented/evaluated in terms of enrollment requirements, given entrance examination, and enrolled	Orients student applicants and administers the CAT and/or evaluates documents during enrollment	100	452	5	5	5	5.00	
<b>Student Welfare Unit: Guidance &amp; Counseling Services</b>	Number of times guidance services conducted	Plans/prepares/formulates/designs guidance program/modules/activities/guide-lines/manual	9	10	5	5	5	5.00	
	Number of times training designs and power points made	Prepares and makes training design powerpoint presentations	9	10	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
<b>Student Welfare Unit: Guidance &amp; Counseling Services</b>	Number of times coordinated with other support services and the community	Coordinates with the different support service offices and school community seeking assistance and guidance activities	20	27	5	5	5	5.00	
	Number of times consultations/conferences/coordinations conducted	Conducts consultations/case conferences/coordinations with the C/DBGFs/Heads of Support Services/Deans/Dept. Heads	20	22	5	5	5	5.00	
	Number of times facilitated, conducted, acts a speaker in seminars, trainings, sessions, committees.	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities/trainings/sessions	11	14	5	5	5	5.00	
	Number of times provided assistance to guidance counselors and psychometrician	Assists guidance counselors and psychometrician through program planning, evaluation, feedbacking	24	25	5	5	5	5.00	
	Number of times designed, presented and utilized guidance forms	Designs/presents/utilizes guidance forms	85	91	5	5	5	5.00	



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; academic; career)	53%	50%	5	5	5	5.00	
<b>Student Welfare Unit: Guidance &amp; Counseling Services</b>	Percentage of students followed-up and who availed of consultations	Follow-up, follow-through and consultations	53%	50%	5	4	4	4.33	
	Percentage of individual records of students updated (Graduate School and College of Education)	Encodes, profiles, and files individual inventory of new students	50%	50%	5	4	4	4.33	
	Number of times information are disseminated	Disseminates information/inquiries; Updates bulletin boards; Designs, prints and circulates fliers/brochures on relevant issues; Acts as resource person/facilitator	500	500	5	5	5	5.00	
	Number of times evaluation results, data gathered are analysed and reported.	Collates, analyses, makes recommendations and submits survey results.	3	3	5	4	4	4.33	
	Number of times research are done.	Initiates or participates in doing and accomplishing action research or studies.	2	2	4	3	3	3.33	


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
Student Development Unit: Campus Ministry Services	Number of coordination/meeting with the different campus ministers	Coordinates with campus ministers regarding their initiatives for students	1	2	4	4	4	4.00	
	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other related documents	1	2	4	4	4	4.00	
		Plans, coordinates and facilitates inter-campus ministry activity	1	2	4	4	4	4.00	
General Administration and Other Support Services	Number of times served, conducted and accomplished general administration and other support services	Serves as GAD Focal Point Person of USSO, attends meetings, coordinates with ASHO, makes planning and submits report	5	5	5	5	4	4.67	
		Serves as Member of the Administrative Scholarship Committee	6	7	5	5	5	5.00	
		Serves, attends meetings/initiatives as member/representative/documenter on different administrative committees	9	10	5	5	5	5.00	

[illegible]




MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
Average Rating (Total Over-all rating divided by 24)			4.71		Comments & recommendations for development purpose: Must pursue doctorate degree in Guidance and Counseling				
Additional Points:									
Approved Additional Points (with copy of approval)									
FINAL RATING			4.71						
ADJECTIVAL RATING			OUSTANDING						


Evaluated and rated by:

  
MANOLO B. LORETO, JR  
Dean, USSO  
Date Feb. 12, 2020

Recommending Approval:

  
MANOLO B. LORETO, JR.  
Dean, USSO  
Date: Feb. 12, 2020

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction  
Date: \_\_\_\_\_



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: Marwen A. Castañeda

Position: Guidance Coordinator

**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

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
<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	75				
Average Score	5.00				

Overall recommendation : Must pursue doctorate degree in Guidance and Counseling

**MANOLO B. LORETO JR.**

Name of Head

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **OUTSTANDING**

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: January, 2019 Target Date: June, 2019

### **First Step:**

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

### **Results:**

- Mastery in the OBE principles as it applies to student affairs and services
- *Revised guidance and counseling program anchored on evidence-based concept and assessment*

Date: July, 2019

Target Date: December, 2019

### **Next Step:**

- Continue revision of the guidance and counseling program to address the needs of the students
- Implement initially revised program during the University Student Services days

### **Outcomes:**

- Effective implementation of the outcomes-based guidance and counseling program
- Trained DBGF and Student Organization Advisers on effective facilitation
- Trained and empowered selected students through the Peer Friend Program as force multiplier in the attainment of the outcomes-based guidance and counseling intervention program.

### **Final Step/Recommendation:**

- Published modules on the revised guidance program



Prepared by:



**Manolo B. Loreto**

Unit Head

Conforme:



**Marwen A. Castañeda**

Name of Ratee Staff