



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.14	70%	2.90
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.40


TOTAL NUMERICAL RATING: **4.40**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING **4.40**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: 
Chona A. Brit
Name of Staff

Reviewed by: 
Manolo B. Loreto, Jr.
Department/Office Head

Approved: 
Aleli A. Villocino
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, of the **Office of the Dean of Students** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July** to **December, 2021**.

CHONA A. BRIT
Ratee

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODS STO1: ISO 9001:2015 aligned documents and compliant processes	PI.1 Percentage of clients served that rated the services very satisfactory or higher	Guidance Counselor; Head, Student Welfare Services, DOST Scholarship Coordinator; & Other Administrative Services Provider	90 of clients rated services as very satisfactory or higher	90 of clients rated services as very satisfactory or higher	3	3	4	3.34	
	PI.2 Number of quality procedures revised/registered at QAC	Revision/Registration of Quality Procedures	2	0	2	3	4	3.0	
	PI.3 Percentage implementation procedures revised/registered at QAC	Implementation of procedures revised/registered at QAC	1	1	3	3	4	3.33	
	PI.4 Number/Percentage of reports submitted on time to partner agencies	Prepare and submit reports to partner agencies and or other regulating bodies	100% reports submitted on time	100% reports submitted on time	3	4	5	4.0	

	and regulatory bodies								
	PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality kept intact and readily available to Auditor	Provide ISO evidences compliant to ODAS/HRM quality procedures	100% compliant	100% compliant	3	4	4	3.67	
ODS STO2: ISO 9001:2015 ARTA aligned frontline services	PI.7 Efficient customer friendly frontline services	Provide Efficient customer friendly frontline services	Zero percent complaint from clients served	0%	3	4	5	4.0	
ODS STO3: ISO 9001:2015 ARTA aligned frontline service	PI.7 Percentage of clients served that rated the services very satisfactory or higher	Guidance Counselor; Head, Student Welfare Services, DOST Scholarship Coordinator; & Other Administrative Services Provider	90 of clients rated services as very satisfactory or higher	90%	3	4	5	4.0	
ODS GASS 1: ISO Administrative and Support Services	PI.12 Number of administrative services and financial/administrative document acted within time frame	Monitoring of DOST & SLT Scholars	2	2	3	4	5	4.0	
	PI. 13 Number of formal/informal linkages with external agencies maintained	Create/Maintain linkages with other agencies	2	2	3	5	5	4.33	

	PI 14. Number of Council/board/committee assignments served/functions performed	Performs other designated functions or special assignments	2	2	3	4	5	4.0	
	PI.15 Number of units/heads staff meeting presided	Conduct meetings with fellow Counselors	1	1	3	4	5	4.0	
	PI.16 Number of seminars conferences/trainings attended by ODS Staff	Attendance to trainings and	1/year	1	3	5	5	4.33	
ODS GASS 2: Student Welfare Services	PI.17 Number of guidance activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	3	7	5	5	5	5.0	SOB & FOB, VFES & SLSU Webinars, Character Enhancement, CON Orientation, Junior DBGF Training
	PI.18 Percentage of students counseled	Conduct counseling to walk-in or referred students	5% of the population	5.41 % of the COEng Population	3	4	5	4.0	
	PI 19. Number of student support services manual revised and approved by BOR	Facilitate Review and Updating of the Student Handbook and Student Services Manual	100% of the draft submitted to UADCO	0	2	3	3	2.67	

	PI 20. Number of Student Surveys conducted related to Mental Health	Conducts Survey or Action Research	1	1	2	3	3	2.67	On-going
	PI 21. Number of peer support members recruited and trained	Recruitment and training of Junior DBGF's	10	12	3	5	5	4.33	
Total Over-all Rating								64.67	

Average Rating (Total Over-all rating divided by 4)		3.94
Additional Points:		
Approved Additional points (with copy of approval) (Head, OSWS)	.2	
FINAL RATING		4.14
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Must pursue doctoral degree in UST

Evaluated & Rated by:

MANOLO B. LORETO, JR.

Dept/Unit Head

Date: 03/24/2022

Recommending Approval:

MANOLO B. LORETO, JR.

Dean, ODS

Date: 03/24/2022

Approved by:

ALELI A. VILLOCINO

Vice Pres. for Student Affairs & Services

Date: 03/24/2022

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2021

Name of Staff: Chona A. Brit

Position: Guidance Counselor 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	60				
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	5.00				

Overall recommendation : _____



MANOLO B. LORETO, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHONA A. BRIT

Performance Rating: VERY SATISFACTORY

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: JULY, 2021 Target Date: DECEMBER, 2021

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
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: JANUARY, 2022

Target Date: JUNE, 2022

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days


Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program


Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Chona A. Brit
Name of Ratee Staff