



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

**Annex P**

Name of Administrative Staff: **MERIAM M. LUNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.65</b>

TOTAL NUMERICAL RATING: 4.65


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**MERIAM M. LUNA**  
Name of Staff

Reviewed by:

  
**MANOLO B. LORETO, JR.**  
Dean of Students

Approved:

  
**ALELI A. VILLOCINO**  
Vice President for Student Affairs & Services

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MERIAM M. LUNA**, 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 **January to June 2021**.

**MERIAM M. LUNA**  
Ratee

Approved by

**MANOLO B. LORETO, JR.**  
Head of the Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>ISO 9001:2015 aligned documents and compliant processes</b>	Percentage of clients served rated the services receive at least very satisfactory or higher	Administrative Aide/Staff	95% of clients rated services as very satisfactory or higher	98% rate	5	5	5	5.00	
	Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Prepare QRM & Assist in preparation ISO evidences of GOOIs, NC, RFCA & etc. for compliant	100%	100%	5	4	4	4.33	
<b>ARTA aligned frontline services</b>	Efficient & customer friendly frontline service	Administrative Aide/Staff	Zero percent complaint from clients served	0% complaint	5	5	5	5.00	
<b>Administrative and Support Services</b>	Number of Administrative services and	Issues of Certificates (CGMC, CA, & etc.)	90	261	5	5	4	4.67	

	financial/administrative documents acted within time frame	> Prepared Payrolls- Student VSU Funded Scholars, Student Assistant, Job Orders, & etc.	40	65	5	4	4	4.33	
		>Prepared Vouchers/ Travel Papers/PRs/RIS/Reimbursement & others	15	34	5	4	4	4.33	
		> Prepared Appointment of Casual & Job Orders	4	9	5	5	5	5.00	
		Prepared PPMP of ODS, OSWS, OCJS, OSDS, & etc.	2	6	5	4	4	4.33	
		Prepared Purchase Request of ODS, & etc.	3	8	5	4	4	4.33	
		>Prepared & Type different notice of meetings, request for overtime, travel orders, Memorandum, OIC, Trip Ticket & others	70	160	5	5	4	4.67	
		Recording of incoming/outgoing documents	550	805	5	4	4	4.33	
		Encoded Quality Records Matrix of ISO Assorted documents	650	912	5	5	5	5.00	
		Filing of office documents-communications, memo, reports, student clearances, approved S.A form & others.	600	1,218	5	5	4	4.67	



		Facilitating and screen clients of the Dean of Students	350	686	5	5	5	5.00	
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<b>Total Over-all Rating</b>								<b>65.00</b>	
			Comments & Recommendations for Development Purpose:						
Average Rating (Total Over-all rating divided by 14)		<b>4.64</b>	Must attend training and seminars on capacity building						
Additional Points:									
Punctuality									
Approved Additional Points (with copy of approval) <b>Head, OSWS</b>									
FINAL RATING		<b>4.64</b>							
ADJECTIVAL RATING									
FINAL RATING									
ADJECTIVAL RATING		<b>OUTSTANDING</b>							

Evaluated and Rated by:



**MANOLO B. LORETO, JR.**

Unit Head

Date: Oct. 18, 2021

Recommending Approval:



**MANOLO B. LORETO, JR.**

Dean, ODS

Date: Oct. 18, 2021

Approved by:



**ALELI A. VILLOCINO**

VP for Student Affairs



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2021

Name of Staff: Meriam M. Luna

Position: Administrative Aide 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		56				
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		4.67				

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



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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERIAM M. LUNA

Performance Rating: OUTSTANDING

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: January, 2021 Target Date: June, 2021

**First Step:**

- Participation in workshop-seminars on team building
- Participation in workshop-seminars on databasing of vouchers, payrolls, and other documents
- Reorientation on the proper management and filing of office hard copy documents

**Results:**

- Capacitated in handling office documents

Date: July, 2021

Target Date: December, 2021

**Next Step:**

- Continue attending seminars on proper handling of office documents through the ISO process


**Outcomes:**

- Traceability of documents
- Improved customer services and values to work
- Knows how to protect soft files


**Final Step/Recommendation:**

- Be converted from casual to regular employee

Prepared by:

  
Manolo B. Loreto  
Unit Head

Conforme:

  
Meriam M. Luna  
Name of Ratee Staff