

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: TUDTUD, Ma. Epifania G.

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.870	70%	3.409
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	4.880	30%	1.464
TOTAL NUMERICAL RATING			4.873

TOTAL NUMERICAL RATING: 4.873

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.873

FINAL NUMERICAL RATING 4.873

ADJECTIVAL RATING: Outstanding

Prepared by:

Ma. Epifania G. Tudtud
MA. EPIFANIA G TUDTUD
Name of Staff

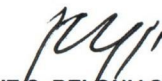
Beatriz S. Belonias
Approved: BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MA. EPIFANIA G. TUdTUD, 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 1, 2019 to June 30, 2019.


MA. EPIFANIA G. TUdTUD
University Registrar


BEATRIZ S. BELONIAS
VP for Instruction

OFFICE: REGISTRAR'S OFFICE

MFOS/PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Administrative and Support Services									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	Zero percent complaints from clients	Zero percent complaints from clients	5	5	5	5.00	
Efficient office management	Number of personnel directly supervised	Supervises personnel of Registrar	11 Personnel	11 Personnel	5	5	5	5.00	
Regular conduct of staff meeting	Number of staff meetings conducted	Prepare agenda, conduct meeting and minutes of meeting	3	5	5	5	5	5.00	
Student records evaluation services									
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	1000	1724	4.8	4.8	5	4.87	
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	5000	7134	5	5	5	5.00	
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	Reviewed and verified tentative candidates for latin honors	100	224	5	5	5	5.00	

MFOS/PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Issuance of complete and correct Transfer Credentials and Certifications to clients	No. of Transfer Credentials and certifications verified and checked	Reviewed and signed transfer credentials and certifications	70	535	5	5	4.8	4.93	
Student records management services									
Organized, updated and secured student records	No. of student records of continuing and new students updated and filed	Supervised that student records are organized and updated	5000	5795	4	5	4	4.33	
Statistical reports submitted are complete, accurate and timely	No. of statistical reports prepared and submitted to requesting agencies	Reviewed and certified statistical reports prior to submission to other agencies	200	326	4.5	4.5	4.8	4.60	
Other Outputs									
Complete diploma, diploma covers and transcript of records distributed to graduating students	Number of sets of diploma, diploma covers and transcript of records prepared	Supervised the preparation, verification, checking and distribution of diploma, diploma cover and transcript of records	1200	1400	5	5	5	5.00	
Efficient conduct of enrollment of new freshmen and transferees for 1st Semester SY 2019-2020	Number of new freshmen students and transferees enrolled for the 1st Semester SY 2019-2020	Supervised the preparation of enrollment venue and conduct of the enrollment	2500	2770	5	5	5	5.00	
Attendance to meetings, briefings, seminars and trainings	Number of meetings, briefings, seminars and trainings attended	Attended meetings, briefings, seminars and trainings	30	50	5	5	5	5.00	

MFOS/PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Improvement of procedures and systems of the office	No. of improvements of the Registrar's Computerized System and online registration implemented	Met with computer programmer, faculty, staff involved in the system to discuss what improvements had to be done	10	20	4.8	5	5	4.93	
Total Over-all Rating					43.3	44.5	43.4	43.8	
		Average Rating (Total Over-all rating divided by no. of PAPs)	4.9	Comments and Recommendations for Development Purposes: <i>Must gradually learn to adapt or adjust to pressures at the Registrar's office due to the volume of work and many deadlines to beat!</i>					
		Additional Points:							
		Punctuality							
		Approved Additional Points (with copy of approval)							
		Final Rating:	4.9						
		Adjectival Rating:	Outstanding						

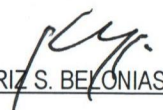
Evaluated and Rated by:


BEATRIZ S. BELONIAS

Vice Pres. For Instruction

Date: _____

Approved:


BEATRIZ S. BELONIAS

Vice Pres. For Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: **MA. EPIFANIA G. TUdTUD** 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					24
Average Score					4.88

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Name of Head