



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

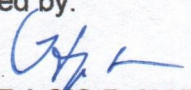
Name of Administrative Staff: **HOMER LOIS P. NAPOLES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.941	30%	1.482
TOTAL NUMERICAL RATING			4.856

TOTAL NUMERICAL RATING: **4.856**
Add: Additional Approved Points, if any: **0**
TOTAL NUMERICAL RATING: **4.856**
FINAL NUMERICAL RATING: **4.856**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


HOMER LOIS P. NAPOLES
Name of Staff

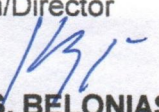
Reviewed by:


MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:

NA
Dean/Director

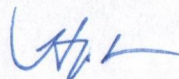
Approved:

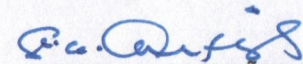

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Visayas State University
OFFICE OF THE UNIVERSITY REGISTRAR
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **HOMER LOIS P. NAPOLES**, Registrar II of the University Registrar, 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 2023**.


HOMER LOIS P. NAPOLES
Registrar II
Date: 12 July 2023


MARWEN A. CASTANEDA
University Registrar
Date: 13 July 2023

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
REG MFO 1: Registration and Graduation Services	PI 1: Number of/Percentage of students officially enrolled and registered	Reminded unit for enrollment schedule preparation and status	90%	100%	5	4	5	4.67	
		Monitored enrollment schedule and status	90%	100%	5	4	5	4.67	
		Coordinated with the admission office regarding enrollment concerns	90%	100%	5	5	5	5.00	
		Assisted evaluators in checking, reviewing, and verifying the authenticity of submitted credentials	90%	100%	5	5	5	5.00	
		Assisted in requesting Form 137A and TOR	90%	100%	5	4	4	4.33	
		Assisted in sending follow-up requests for Form 137A and TOR	90%	100%	5	4	4	4.33	
		Monitored filing of student credentials in the Records Unit	90%	100%	5	5	5	5.00	
		Assisted in the preparation of the individual student records	90%	100%	5	5	4	4.67	
		Facilitated concerns during the enrollment period	90%	100%	5	4	5	4.67	
		Assisted in advising students regarding curricular programs, enrollment, subject load, and sequence	90%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Assisted in evaluating student records as to curricular level, scholastic standing, graduation, etc.	90%	100%	5	5	4	4.67	
		Evaluated/Assisted in the evaluation of subjects and credits earned in other schools	90%	100%	5	5	4	4.67	
		Reminded evaluators to review grades and academic deficiencies, and to inform students regarding this matter	90%	100%	5	5	5	5.00	
		Assisted in communicating with other institution registrars in doing credentials follow-up	90%	100%	5	4	4	4.33	
		Assisted in graduation activities as member of the committee	90%	100%	5	5	5	5.00	
		Prepared list of candidates for graduation	90%	100% (2 graduation list for Midyear and 1st Sem)	5	5	5	5.00	
		Monitored preparation of enrollment list and statistics of students, and other documents	90%	100%	5	5	4	4.67	
	PI 2: Number of/Percentage of academic scholarships and curricular changes facilitated and enforced	Assisted in reviewing posted grades in the student records in regard to Latin Honors	90%	100% (495 candidates for latin honors)	5	5	5	5.00	
		Prepared list of candidates for Latin Honors	90%	100% (495 candidates for latin honors)	5	5	5	5.00	
		Assisted in the selection of Latin Honors	90%	100% (487 identified candidates)	5	5	5	5.00	
		Submitted data required for the identification of academic scholars	90%	100%	5	5	4	4.67	
	PI 3: Number of/Percentage of diploma, TOR, and certifications prepared, processed, signed,	Monitored the preparation of 1st issuance of the Diploma, Transcript of Records, and Certifications	90%	100% (13 TORs prepared and others)	5	4	4	4.33	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
	sealed and released as 1st issuance to graduates	Assists in checking and verifying for 1st issuance Transcript of Records and Certifications	90%	100%	5	4	4	4.33	
	PI 4: Number of times/Percentage of graduation/commencement related activities are acted upon	Facilitate preparation of the final list of Latin Honors	3	2	5	5	5	5.00	
		Facilitate preparation of the final list of graduation	3	2	5	5	5	5.00	
		Facilitate availability of medals, programs, and other graduation paraphernalia	3	5	5	4	4	4.33	
		Attends meetings regarding graduation concerns	3	3	5	5	5	5.00	
REG MFO 2: Evaluation and Authentication Services	PI 1: Number of/Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Reconstructs/Assists in the reconstruction of lost or missing records/files	90%	100% (5 Records)	5	5	4	4.67	
		Signs TOR, certifications, copy of grades, and other pertinent documents as Officer-in-Charge (OIC)	90%	100%	5	5	5	5.00	
		Assists in compliance with verification requests of students and alumni as requested by employment agencies	90%	100%	5	5	5	5.00	
		Assists in facilitating and authenticating TORs, diplomas, and certifications of students as requested	90%	100%	5	5	5	5.00	
	PI 2: Number of/Percentage of prospective honor graduates identified, ranked, and results reported	Consolidates and reviews prospective list of candidates for Latin Honors from different course-in-charge	90%	100% (4 course-in-charge)	5	5	4	4.67	
		Disseminates consolidated list of candidates for Latin Honors to respective colleges	90%	100% (Distributed to 8 Colleges)	5	5	5	5.00	
REG MFO 3: Student Records Management Services	PI 1: Number of/Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	Assists in keeping and maintaining all student records, past and present	90%	100%	4	5	5	4.67	
		Assists in filing application for graduation, transmittal, approval sheet, clearance, and other documents submitted by the graduating students	90%	100%	5	4	4	4.33	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Assists in monitoring and reviewing students lacking requirements and inform evaluators to remind the student of their deficiency	90%	100%	5	5	5	5.00	
		Assists in identifying and sorting active and inactive students' permanent records	90%	100%	5	5	4	4.67	
		Ensures and secures the safety of the student's permanent records	90%	100%	5	5	5	5.00	
		Assists in monitoring facilities and equipment of the records room are functioning and secures that the records are properly locked and lights and air conditioning units are properly turned off	90%	100%	5	5	5	5.00	
	PI 2: Percentage of student information encoded and stored in data base	Assists in updating INC grades upon receipt of completion of grades	90%	100%	5	5	5	5.00	
		Assists in notifying instructors regarding INC grades incurred by their students	90%	100%	5	5	5	5.00	
		Assists in notifying instructors regarding their unsubmitted grades	90%	100%	5	5	5	5.00	
	PI 3: Number of inactive records scanned and stored in electronic copies	Assists in scanning students' permanent record pertinent documents	90%	100%	5	5	5	5.00	
		Assists in storing and filing scanned students' permanent records into a systematic electronic records directory	90%	100%	5	5	5	5.00	
	REG MFO 4: Administrative and Facilitative Services	PI 1: Number of times/Percentage of information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Serves as specialist and consultant of the program offerings of all colleges	90%	100%	5	5	5	5.00
Assists in facilitating information queries/requests in consideration of Data Privacy, FOI, and VSU Code and Standards			90%	100%	5	5	5	5.00	
PI 2: Number of times/Percentage of government and university regulations are enforced		Assists in the enforcement of academic policies and regulations	90%	100%	4	5	5	4.67	
		Secures integrity and confidentiality of student's records	90%	100%	5	5	5	5.00	

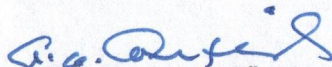
MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Attends training, seminars, and workshops	90%	100% (attended 3 trainings, seminars, workshops)	5	5	5	5.00	
	PI 3: Number of times/Percentage of documents acted upon	Assists in the preparation and submission of the Annual Accomplishment Report	90%	100%	5	5	4	4.67	
		Assists in the preparation of the Development Plan for the office	90%	100%	5	5	4	4.67	
		Prepares/Assists in the preparation of Transcripts of Records, Transfer Credentials, Certifications, and other pertinent documents	90%	100% (228)	5	5	4	4.67	
		Prepares outgoing communication letters	90%	100% (167)	5	5	5	5.00	
		Prepares/Attends risk assessment concerns/submissions	90%	100% (5 meetings)	5	5	5	5.00	
		Reviews/Evaluates/Improves present systems and procedures	90%	100%(6 proposal submitted)	5	5	5	5.00	
		Assists/Facilitates in the preparation of PPMP and other related financial documents	90%	100%	5	4	4	4.33	
		Assists/Facilitates in doing follow-up regarding the status of the PPMP and other related financial documents	90%	100%	5	5	4	4.67	
		Assists in scanning documents from hard copy to an electronic copy	90%	100%	5	5	5	5.00	
		PI 4: Number of personnel supervised and monitored, and offices consulted and coordinated	Consults/Coordinates with departments/colleges regarding student matters	9	11	5	5	5	5.00
	Consults/Coordinates with other Registrar's Office units/staff		4	15	5	5	5	5.00	
	PI 5: Percentage of queries served on time	Attends to prompt compliance and release of requested records and other information	90%	100%	5	5	4	4.67	
		Answers queries on time from different mediums	90%	100%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Attends to transactions with government offices and agencies regarding matters related to the functions of the office	90%	100%	5	5	5	5.00	
		Assists in the evaluation of the performance of Registrar's Personnel	90%	100%	5	5	5	5.00	
REG MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Zero incident client complaints	0	0	5	5	5	5.00	
Best practices/new initiatives:		Submitted office improvement proposals that were approved	1	4	5	5	5	5.00	
Total Overall Rating								318.33	

Average Rating	4.82
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.82
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Attend Registrar's National Convention Seminar-Workshop for first-hand learning information and continue taking Master's Degree.
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Evaluated and Rated by:


MARWEN A. CASTAÑEDA

Department/Unit Head

Date: 

Recommending Approval:

N/A

Dean/Director

Date: _____

Approved: 

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2023**

Name of Staff: **HOMER LOIS P. NAPOLES**

Position: **REGISTRAR II**

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				

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		N/A. 25				
Average Score		4.941				

Overall recommendation : _____


MARWEN A. CASTAÑEDA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Office of the University Registrar

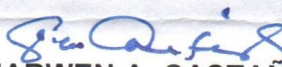
Head of Office: MARWEN A. CASTAÑEDA

Name of Personnel: NAPOLES, HOMER LOIS P.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re:evaluation and records management outputs	January 5, 2023 January 17, 2023 February 9, 2023 February 20, 2023 March 9, 2023 March 27-28, 2023 May 11, 2023 June 21, 2023	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output		✓		

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARWEN A. CASTAÑEDA
 Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NAPOLES, Homer Lois P.**
Performance Rating: January 2023 to June 2023

Aim: With the promotion of Mr. Napoles to Registrar II, he will be equipped with the over-all Registrar related skills, for the office to attain futuristic and excellent services.

Proposed Interventions to Improve Performance:

Date: February 2023 Target Date: June 2023

First Step: Mr. Napoles to undergo mentoring on the basic and salient roles and responsibilities to sharpen his over-all abilities as a Registrar. He is to attend meetings/seminars/trainings, etc and also expected to finish his Master's degree.

Result: Mr. Napoles exhibited an admirable response on the mentorship and is observed as highly motivated not only in learning his new role but also in the application of his learning especially in achieving better outputs and service deliveries. He is also currently enrolled in his Masters.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____


Final Step/Recommendation:

Mr. Napoles be allowed to explore other best practices beneficial to the office.

Prepared by:


MARWEN A. CASTANEDA
Office Head

Conforme:


HOMER LOIS P. NAPOLES
Name of Staff