



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	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: **4.73**


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.73**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


MERIAM M. LUNA
Name of Staff

Reviewed by:


CHONA A. BRIT
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President for SAS

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERIAM M. LUNA**, of the **Dean of Students Office** 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, 2023**.

MERIAM M. LUNA

Ratee

1/5/24

Approved:

CHONA A. BRIT

Head of Unit

1/8/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ISO 9001:2015 aligned documents and compliant processes	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	100%	5.00	5.00	5.00	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%	5.00	4.00	5.00	4.67	
ARTA aligned frontline services	Efficient & customer friendly frontline service	Administrative Aide/Staff	Zero percent complaint from clients served	0%	5.00	5.00	5.00	5.00	
		>Issues of Certificates (CGMC, CA, & etc.)	600	720	5.00	5.00	5.00	5.00	
		> Prepared Payrolls-Student VSU Funded Scholars, Student	45	136	5.00	4.00	4.00	4.33	

Administrative and Support Services	Number of Administrative services and financial/administrative documents acted within time frame	Assistant, Job Orders, & etc.							
		>Prepared Vouchers/ Travel papers/PRs/RIS/Reimbursement & others	35	40	4.00	4.00	4.00	4.00	
		> Prepared Appointment of DBGF, Organization Advisers', Dormitory Advisers', Casual & Job Orders	70	197	5.00	5.00	4.00	4.67	
		>Prepared PPMP & Purchase Request of DSO, SWSO, CJSO, SDSO, SSGAO, Dormitories & etc.	9	39	5.00	5.00	4.00	4.67	
		>Prepared & Type different notice of meetings, request for overtime, travel orders, Memorandum, OIC, Trip Ticket & other communications	120	144	5.00	5.00	5.00	5.00	
		>Facilitating students availing VSU dormitory facilities	1100	1700	4.00	5.00	5.00	4.67	
		>Recording of incoming/outgoing documents	800	1171	5.00	5.00	5.00	5.00	
		>Encoded Quality Records Matrix of ISO Assorted documents	1000	80	4.00	4.00	4.00	4.00	

		>Filing of office documents-communications, memo, reports, student clearances, approved S.A form & others.	1600	1850	4.00	4.00	4.00	4.00	
		>Facilitating and screen clients of the Dean of Students and Answer In-coming Telephone calls	1200	1300	5.00	5.00	5.00	5.00	
Total Over-all Rating								65.01	


Average Rating (Total Over-all rating divided by 14)		4.64
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.64
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
She needs to pass the Civil Service Examination to qualify for permanent position.


Evaluated & Rated by:


CHONA A. BRIT
 Department/Unit Head
 Date: 1/8/24

Recommending Approval:


CHONA A. BRIT
 OIC- Dean, ODS
 Date: 1/8/24

Approved by:


ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services
 Date: 1/14/24

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2023

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	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					
Average Score	4.92				

Overall recommendation : _____


CHONA A. BRIT
 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: July, 2023 Target Date: December, 2023

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 2023

Target Date: December, 2023

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:


CHONA A. BRIT
Unit Head

Conforme:


MERIAM M. LUNA
Name of Ratee Staff