



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.44
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JUNITO A. PANONCE

Name of Staff

Reviewed by:


CHRISTINA A. GABRILLO

Department/Office Head

Approved:


ALELI A. VILLOCINO

Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, Junito A. Panonce, Rpm, of the DSO commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December, 2024.


JUNITO A. PANONCE, Rpm
Ratee

Approved: 
CHRISTINA A. GABRILLO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<i>Efficient and customer-friendly frontline service</i>	Percentage of clients served that rated the services rendered at least very satisfactory or higher	Planned and implemented Institutional Student Programs and Services	95%	98%	5	5	5	5	
<i>Scholarships, Grants and Awards Services</i>	Number of students applications received and screened for scholarship/grants and/or awards	Received and screened students applications for scholarship/grants and/or awards	1600 VSU-funded scholarships	1,486 VSU Funded Scholarship	5	4	5	4.6	
<i>Scholarships, Grants and Awards Services</i>	Number of students awarded with scholarship/grants and/or monitored	Awarded Student scholarships/grants and/or monitored	1600 VSU-funded scholarships & grants; 300 Other Agency Government and privately-funded	1,486 VSU-funded scholarships & grants; 548 Other Agency Government and privately-funded	5	4	5	4.6	1st Semester 2024-2025
	Percentage of reports submitted on time to partner agencies or sponsors and other regulatory bodies	Submitted reports on time to partner agencies/sponsors and other regulatory bodies	100%	100%	5	5	5	5	

	Number of staff meetings presided	Presided staff meeting related to student scholarship, grants and awards	1 meeting per quarter	1 meeting per quarter	4	4	4	4	
Institutional Student Programs and Services	Percentage of dormitory applicants screened and issued admission slip	Screened and Issued dormitory admission slip for dormitory/cottage applied	95% of dormitory and cottage applicants	100%	5	5	5	5	
	Percentage of dormitory request of advisers for repairs of dorm/cottage	Acted dormitory request of advisers for repairs of dorm/cottage	95% of dorm request for repairs acted	65%	4	4	4	4	The management of repairs was transferred to GSO Starting August 15, 2024 including Job Order Personnel
	Percentage of Student Assistant Applications recommended for approval	Recommended Student Assistant Applications for approval	95% of student applications recommended for approval	100%	5	5	5	5	
	Number of council/board/committee assignments served/functions performed	Served/Performed functions of committee assignments	4	4	4	4	4	4	
	Number of administrative services and financial/administrative documents acted within time frame	Acted administrative services and financial/administrative documents within time frame	100%	98%	5	5	5	5	
	Number of quality procedures revised/updated and registered at QAC	Revised/updated and registered at QAC quality procedures	2	0	5	4	4	4	


Institutional Student Programs and Services	Percentage of reports submitted on time to partner agencies or sponsors and other regulatory bodies	Submitted reports on time to partner agencies/sponsors and other regulatory bodies	100%	100%	5	5	5	5	
	Percentage implementation of processes in accordance with existing approved quality procedures	Implement processes in accordance with existing approved quality procedures	100%	100%	5	5	5	5	
	Number of staff meetings presided	Presided staff meeting related to Institutional Student Programs and Services	1 meeting per month	100%	5	5	5	5	
Quality Assurance	Percentage of evidences submitted in support for the accreditation	Submitted documents needed to support the accreditation applied by the university	95%	98%	4	4	5	5	
	Percentage of NC's or CAR's received and acted	Received and acted NC's or CAR's	100%	100%	5	5	5	5	
	Percentage of OFI's of 5th IQA and SSA responded	Responded to received OFI's of 5th IQA and SSA	100%	100%	5	5	5	5	
	Percentage of ISO evidences compliant with ODAS/HRM quality procedures kept intact and readily available for audit	Kept intact and readily available ISO evidences compliant with ODAS/HRM quality procedures	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	
	Number of new systems/innovations/proposals introduced and implemented	Introduced and implemented new systems/innovations/proposals	1	1	4	4	4	4	

Innovations and New Best Practices Development Services	Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	Shared and/or submitted best/good practices to other agencies and/or entries to any search for best practices	1	1	4	4	4	4	
	Number of research on student affairs and services conducted	Conducted research on student affairs and services	1	1	4	4	4	4	
Total Over-all Rating								97.2	
Average Rating (Total Over-all rating divided by 21)			4.63	Comments & Recommendations for Development Purpose: <i>Continue the good work.</i>					
Additional Points:									
Punctuality									
Approved Additional Points (with copy of approval)									
FINAL RATING			4.63						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


CHRISTINA A. GABRILLO
 Dept./Unit Head
 Date _____

Recommending Approval:


CHRISTINA A. GABRILLO
 Dean, DSO
 Date _____

Approved:


ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services
 Date MAR 04 2025

1- Quality

2- Efficiency

3- Timeliness

4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo

Number of Personnel: 8

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring July 8, 2024 July 11, 2024 July 29, 2024 Aug. 5, 2024 Aug. 12, 2024 Aug. 19, 2024 Sept. 2, 2024 Sept. 17, 2024 Sept. 30, 2024 Oct. 7, 2024 Oct. 14, 2024 Nov. 8, 2024 Nov. 25, 2024 Dec. 11, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACCUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
Coaching	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation

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

Conducted by:


CHRISTINA A. GABRILLO
Dean of Students

Noted by:


ALELI A. VILLOCINO
Vice-President, Student Affairs and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNITO A. PANONCE**

Performance Rating: **OUTSTANDING**

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 2024

Target Date: December 2024

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 Flexible Delivery of Student Affairs and Services
- Revised testing program appropriate for the requirements of the degree program
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2024

Target Date: December, 2024

Next Step:

- Continue attending seminars-workshops for Student Affairs Practitioners
- Participate in training for certification as student affairs and services.

Outcomes:

- Improve programs for student scholarship grants and awards
- Improve programs for institutional student program & services

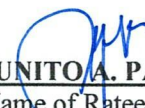
Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


CHRISTINA A. GABRILLO
Unit Head

Conforme:


JUNITO A. PANONCE
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2024

Name of Staff: Junito A. Panonce

Position: Administrative Officer 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

DEAN OF STUDENTS OFFICE

Visayas State University, USSO, Baybay City, Leyte

Email: dean_students@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1070

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	58				
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	4.83				

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Printed Name and Signature
 Head of Office