COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF
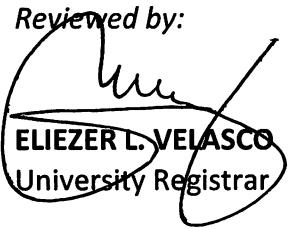
Name of Administrative Staff: **ARNULFO T. GALENZOGA**

#	Particulars	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numberical Rating (2x3)
1	Numeral Rating per IPCR	4.70	70%	3.29
2	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
	TOTAL NUMERICAL RATING			**4.74**

Total Numerical Rating	**4.74**
Add: Additional points, If any	
Total Numerical Rating	**4.74**
Final Numerical Rating	**4.74**
Adjectival Rating:	***Outstanding***

Prepared by:

ARNULFO T. GALENZOGA
Admin. Asst.2

Recommending Approval:

NA
Dean/Director
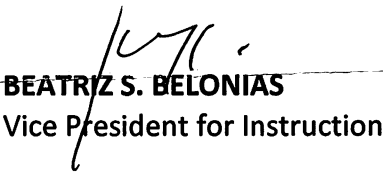
Reviewed by:

ELIEZER L. VELASCO
University Registrar

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNULFO T. GALENZOGA, of the Registrar's 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 January 1 to June 30, 2018

ARNULFO T. GALENZOGA
Ratee

Approved: **ELIEZER L. VELASCO**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	Q¹	E²	T³	A⁴	REMARKS
Data base management of student records	1	Draft prepared	Prepare Schedule of Classes (college & senior high)	1350	1866	4	4	5	4.33	
	2	Final schedule prepared		1350	1866	4	4	5	4.33	
		No. Schedule of exams prepared	Preparation of examination schedules:							
	3		Midterm	1350	1866	4	4	5	4.33	
	4		Finals	1350	1866	4	4	5	4.33	
	5	No. of schedule of classes finalized	Convert the final schedule of classes by block and by department to MS Word format	130	173	4	4	5	4.33	
	6	No. of class schedule encoded from Foxbase to MS Access database	Encode schedule of classes from Foxbase to MS Access Database	130	173	4	4	5	4.33	
	7	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	1400	1850	4	5	5	4.67	
	8	No. of exam schedule printed	Printing of exam schedules by department	20	26	5	5	5	5.00	
	9	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects	300	400	5	5	5	5.00	
	10	No. of section/classes monitored	Updates and monitors class size by section during registration (summer/1stsem/2ndsem)	1400	1875	4	5	5	4.67	
	11	No. of Certificate of Registration (COR) printed	Print CORs of students	300	400	5	5	5	5.00	
	12	No. of enrollment list *(in pages)* prepared	Preparation of enrolment list	125	166	5	5	5	5.00	
	13	No. of students assigned	Prepares assignments of academic advisers for new students & transferees	65	88	5	5	4	4.67	
	14	No. of students assisted	Assists students conducting research required in their classes/degree.	15	20	5	4	4	4.33	
	15	No. of course shifter encoded	Encodes continuing students shifted to another curriculum	90	120	5	5	5	5.00	
			Prepare list of candidates for graduation:							
	16	No. of pages prepared	a. departments information	10	13	5	5	5	5.00	
	17	No. of pages prepared	b. graduation rehearsal and program	10	13	5	5	5	5.00	
	18	No. graduates with Latin Honors granteed automatic civil service eligibility.	Prepares list of graduates with Latin Honors for submission to the Civil Service Commission for granting them automatic civil service eligibility.	6	8	5	5	5	5.00	

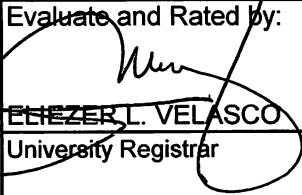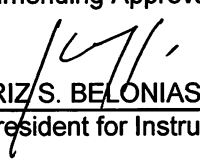| MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q[1]	E[2]	T[3]	A[4]	
		CHED Required Reports:								
	19	No. of actual laboratory units enrolled inventoried	A report of inventory of laboratory units actually enrolled by	71	92	5	5	5	5.00	
	20	No. of actual lecture units enrolled inventoried.	A report of actual inventory of lecture units enrolled by	71	92	5	5	5	5.00	
	21	No. of enrolment data encoded	A report on enrolment data by curricular program & major	71	92	5	5	5	5.00	
	22	No. of graduates data encoded	A report on list of graduates by degree program, major discipline	71	92	5	5	5	5.00	
			DBM Required Reports:							
	23	No. of enrolment projections for 3 calendar years	A report on projected enrolment of all courses for the last 3 years	40	52	5	5	5	5.00	
	24	No. of total unit enrolment projections by degree program for 3 years	A report on projected total units enrolment by degree program for 3 years	40	52	5	5	5	5.00	
	25	No. of FTE units reports for main and external campuses consolidated	A consolidate report on FTE of main & external campus	35	46	5	5	5	5.00	
	26	No. of unweighted and weighted enrolment reports by program by level and discipline	A report on unweighted and weighted enrolment by program level, sex and discipline	40	52	5	5	5	5.00	
			Institutional Report							
	27	No. of statistical reports prepared	A report of enrolment & other statiscal reports	20	26	5	5	5	5.00	
	28	No. of Student with scholastic deliquency determined	No. of students processed	200	230	5	5	4	4.67	
	29	No. of converted data from MS Accress format the Foxbase Database format for backup	Converts data from MS Access format the Foxbase Database format saved	27800	36100	5	4	4	4.33	
	30	No. of report of grades printed	Print report of grades for enrolment purposes.	6,000	8,055	5	5	4	4.67	
	31	No. of class roster received	Receiving of class rosters	1,500	1,975	5	5	4	4.67	
	32	No. of class rosters followed up by department	Follow-up the submission of Class Rosters not yet submitted after the deadline	20	26	5	4	4	4.33	
	33	No. of class rosters corrected	Enter corrections and instructor's name of class rosters	250	325	5	4	4	4.33	
	34	No. scholars' grades, GPA and units checked	Check grades, GPA and units enrolled of present and previous semester of applicants for scholarship	700	910	5	4	4	4.33	
	35	No. of list students with incomplete grades prepared	Preparing list of students with INC grades	3	4	5	4	4	4.33	
	36	No. of grades sheets received & approved	Receiving of grade sheets and approving	1,000	1,600	5	5	5	5.00	
	37	No. of reminders prepared	Verifying and preparing list of professor by department who have not submitted the midterm and final grade	30	45	5	4	4	4.33	

ARNULFO T. GALENZOGA
Ratee

Approved: **ELIEZER L. VELASCO**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	Q[1]	E[2]	T[3]	A[4]	REMARKS
	38	No. of tracers prepared	Prepare and send communications to Department Head and College Dean of the professor(s) who have not submitted midterm/final grades.	30	40	5	4	4	4.33	
	39	No. of report of grades printed	Print report of grades for parents, students and permanent record	10,000	13,000	5	5	4	4.67	
	40	No. of pages of report on promotion printed	Print Report on Promotion	500	650	5	4	4	4.33	
	41	No. of diploma and name cards prepared	Prepares diploma and name cards of main and external campuses.	1,500	2,649	5	5	5	5.00	
	42	No. of certifications prepared	Preparation of student certifications	800	1,276	5	5	4	4.67	
			PRC Required Reports							
	43	No. of reports prepared	A report on the list of graduates	50	72	5	5	4	4.67	
			CHED Required Reports							
	44	No. of reports prepared	A report on the list of graduates	50	72	5	5	4	4.67	
	45	No. of emails downloaded	Emails downloaded and replied	60	90	5	5	4	4.67	
						217	210	207	211	
		Total Over-all Rating				4.82	4.67	4.60	4.70	

Average Rating (Total Over-all rating divided by 4)	4
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	O

The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of their duties and responsibilities.

Evaluate and Rated by:	Recommending Approval:	Recommending Approval:
ELIEZER L. VELASCO	NA	BEATRIZ S. BELONIAS
University Registrar	Dean/Director	Vice President for Instruction
Date:_____	Date:_____	Date:_____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

Name of Staff: **ARNULFO T. GALENZOGA**   Position: **Admin.Asst.2**
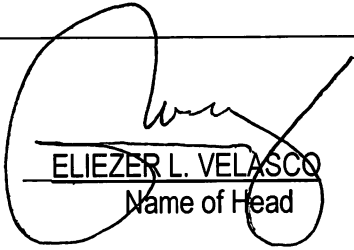
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	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	58				

Overall recommendation : _____

ELIEZER L. VELASCO
Name of Head

2

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>ARNULFO GALENZOGA</u>
Performance Rating: <u>OUTSTANDING</u>

Aim: *To maximize the productivity potential of Registrar's Office Staff*

Proposed Interventions to Improve Performance:

Date: June 4, 2018   Target Date : <u>August 10, 2018</u>

First Step:

Gather all the staff for Staff meeting to have a collective assessment on how far have they gone in terms of their respective individual target during the Second Semester 2016-17 until the enrollment for First Semester 2017-18. Informing the whole staff that starting enrollment for 1st Sem we will partially be using and migrating to Cumulus One program, the training they have attended can greatly be applied to the implementation of the new system.

Result:
Preparation of Class Schedule which requires 2 months in preparation can finally be implemented and sent to different department for counter checking/suggestion and be ready for final printing just in time for enrollment and posted in the student portal for on line viewing of students for easy plotting of schedule. Checking and encoding of Final grades has been accomplished just before the enrollment start, printed and distributed to students and academic adviser

Date: October 1, 2018   Target Date: <u>December 7, 2018</u>

Next Step:

Individual consultation of staff in my office in order to come up with a positive assessment on the duties and responsibilities that are assigned to him. If ever there are things to be improved he will be aware so that he will be able to make the necessary action .

Outcome: The students can now determine their defeciencies basing on the student copy furnished to them and the academic adviser can advise students what subjects to be enrolled Since departmental schedule can now be viewed on line it gives student easy access for easy plotting of schedule and they now have access for **On – Line Enrollment.**

Final Step/Recommendation:
Since the Registrars Office has made some enrollment innovation although not fully computerized yet at least it helps in the enrollment process. With the implementation of the Cumulus One, it has somehow make some improvement in our computerization program and On-Line Enrollment has already been implemented and more than 2,000 students have availed of the On Line Enrollment. A much great leap compared to the old system.

Prepared by: _____
ELIEZER L. VELASCO
Unit Head

CONFORMED BY:

ARNULFO T. GALENZOGA