

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: CHONA A. BRIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70 %	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30 %	1.48
TOTAL NUMERICAL RATING			4.76


TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: Outstanding


Prepared by:


CHONA A. BRIT
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:



MANOLO B. LORETO, Jr.
Dean, USSO

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHONA A. BRIT, of the **USSO** 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, 2018.**


CHONA A. BRIT
 Ratee

Approved: 
MANOLO B. LORETO, JR.
 Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Recruitment & Admission Services	No. of Interviewed Applicants endorsed for Admission for TESDA Accredited Programs	Interview applicants for admission to TESDA Accredited Programs	3	5	4	5	5	4.67	
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	83%	86%	4	5	5	4.67	
	Percentage of students with academic deficiencies followed-up	Academic follow-up and consultations	75%	83%	5	5	5	5.00	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participate s as moderator/speaker/facilitator/committee member in group guidance seminars/activities	1	2	4	5	5	4.67	
	Number information service-activities conducted	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	2	3	4	5	5	4.67	
	Number of other guidance related activities attended	Member/participant, presider, secretary, echoer	1	2	4	5	5	4.67	
	Number of poor/disadvantaged students served by the support services for non-academic needs	Coordinate screening/facilitate renewal of CHED Tulong-Dunong & ESGP-PA Grantees	300	700	5	5	5	5.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of students with scholarship and grants	Evaluates applications for VSU Funded Scholarships and Grants	300	384	4	5	4	4.33	
	Percentage of approved application for VISCA SELF and SAFE Loans	Assess applications for VISCA SELF and SAFE loans	90%	95%	4	5	5	4.67	
	Number of students' scholarship forum and SAFE Loan orientation coordinated/conducted	Coordinate scholarship forum and SAFE Loan orientation conducted	6	10	5	5	5	5.00	
	No. of Financial & administrative documents/reports prepared	Monitoring of other agency or private funded scholars	20	25	4	5	5	4.67	
		Records minutes of the Student Scholarship Committee meetings	2	2	3	5	5	4.33	
		Prepare list of scholars or grantees for billing or for Payment	12	15	4	5	5	4.67	
General Administration and Support Services	No. of programs/insitutional accreditation related process supported	Provide documents requested for accreditation	1	2	4	5	5	4.67	
Administrative Support & Services	Number of Scholarship Certification , Excuse Letter & other similar documents issued	Issue Certification for Refund/Enrolment or Validation of Exam Permit	550	608	4	5	5	4.67	
	Percentage of application for shifting approved within 1 hour	Endorse for approval of application for shifting	85%	89%	4	5	5	4.67	
	Number of students' clearance signed	Signs clearance of students	35	30	3	5	5	4.33	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients UNATTENDED	Guidance Counselor; University Scholarship Coordinator; & Other Administrative Services Provider	0% Complaint Unattended	0% Complaint Unattended	5	5	5	5.00	No complaint unattended
								84.33	

Average Rating (Total Over-all rating divided by 19)	4.69
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.69
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations
for Development Purpose:**

Must pursue doctorate in Guidance and Counseling in DLSU

Evaluated and Rated By

MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 7, 2016

Recommending Approval:

MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 7, 2016

Approved by:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Chona A. Brit

Position: Guidance Counselor


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 : _____


MANOLO B. LORETO JR.
Name of Head

PERFORMANCE MONITORING FORM

Name of Employee: CHONA A. BRIT

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Conduct cohort study of scholars and tracing of scholars	Cohort data and tracer study	January, 2018	June, 2018	On going	Needs improvement	Satisfactory	Coordinate with ACRO for alumni who were scholars
2	Conduct intake interview for new students	Filled up form	May 2, 2018	June 30, 2018	August, 2018	Needs improvement	Satisfactory	The process must be institutionalized
3								
4								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

Exhibit I

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHWANA A. BRIT
Performance Rating: _____

Aim: To be able to recommend process improvements to fast-track the release of Scholarship benefits of VSM-Funded & other scholars under the General Fund.
Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step:

1. Refer to (Accounting, Cash, Budget, Registrar) concerned offices for alternative ways to facilitate the processing of documents.

Result:

1. Given access to review the grades of the students & arrange for issuance of cheques while cashiers are on process.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

Chwana A. Brit
Unit Head

Conforme: Chwana A. Brit
Name of Ratee Faculty/Staff