

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

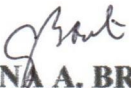
Name of Administrative Staff: CHONA A. BRIT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70 %	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30 %	1.48
TOTAL NUMERICAL RATING			4.78


TOTAL NUMERICAL RATING: 4.78  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.78

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

**"Exhibit B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM**

I, **Chona A. Brit, RGC**, 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 of **January to June, 2019**.

*Chona A. Brit*  
**CHONA A. BRIT, RGC**  
 Ratee

Approved:

*Manolo B. Loreto, Jr.*  
**MANOLO B. LORETO, JR.**  
 Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
<b>Recruitment &amp; Admission Services</b>	No. of Applicants for Freshmen Admission served in the College Admission Test	Administer the College Admission Test	200	260	5.00	5.00	5.00	5.00	
<b>Student Welfare Unit: Guidance &amp; Counseling Services</b>	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	85%	87%	4.00	5.00	5.00	4.67	
	Percentage of students with academic deficiencies followed-up	Academic follow-up and consultations	77%	80%	4.00	5.00	5.00	4.67	
	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	1	2	5.00	5.00	5.00	5.00	Pre-Departure for Netherlands OJT Students, Session with Grade 9 Students

*Control No - 100*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
	Number information service-activities conducted	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	2	5	5.00	5.00	5.00	5.00	DYDC Serbisyo Estudyante, Campus Talk, & Orientation of DOST JLSS Applicants, updated bulletin boards
Institutional Student Services: Scholarship & Financial Assistance Unit	Number of poor/disadvantaged students served by the support services for non-academic needs	Coordinate screening/facilitate renewal of Tulong-Dunong/ESGP-PA Grantees & other agency funded scholarships	450	868	5.00	4.00	4.00	4.33	
	Number of students with scholarship and grants	Evaluates application for VSU Funded Scholarships and Grants	350	485	5.00	5.00	4.00	4.67	
	Percentage of approved application for VISCA SELF and SAFE Loans	Assess application for VISCA SELF and SAFE loans	90%	95%	4.00	5.00	5.00	4.67	
	Number of students' scholarship forum and SAFE Loan orientation coordinated/conducted	Coordinate scholarship forum and conduct of SAFE Loan orientation	8	10	4.00	5.00	5.00	4.67	SAFE LOAN Orientation & Re-orientation of DOST scholars
		Monitoring of other agency or private funded scholars	20	25	4.00	4.00	4.00	4.00	



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A	
	No. of Financial & administrative documents/reports prepared	Records minutes of the Student Scholarship Committee meetings	1	1	4.00	5.00	5.00	4.67	
		Prepare list of scholars or grantees for billing or for Payment	15	17	4.00	5.00	5.00	4.67	
<b>General Administration and Support Services</b>	No. of programs/institutional accreditation related process supported	Provide documents requested for accreditation	2	2	4.00	5.00	5.00	4.67	
<b>Other Accomplishment</b>	Number of activities coordinated/facilitated	Coordinate/facilitate university-wide activities/meeting/seminar or training with other agencies	1	1	5.00	5.00	5.00	5.00	Honors & Awards Convocation
<b>Administrative Support &amp; Services</b>	Number of Scholarship Certification, Excuse Letter & other similar documents issued	Issue Certification for Refund/Enrolment or Validation of Exam Permit	560	600	5.00	5.00	5.00	5.00	
	Percentage of application for shifting approved within 1 hour	Endorse for approval of application for shifting	87%	90%	4.00	5.00	5.00	4.67	
	Number of students' clearance signed	Signs clearance of students	40	56	4.00	5.00	5.00	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	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	5.00	5.00	5.00	5.00	No complaint unattended
Total Over-all Rating								85.00	

Average Rating (Total Over-all rating divided by 18)	4.72
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.72
ADJECTIVAL RATING	Outstanding

Comments and recommendations for development purpose: She may seriously consider for doctorate studies
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Evaluated and rated by:



MANOLO B. LORETO, JR  
Dean, USSO  
Date Nov. 25, 2019

Recommending Approval:



MANOLO B. LORETO, JR.  
Dean, USSO  
Date: Nov. 25, 2019

Approved by:



BEATRIZ S. BELONIAS  
Vice President for Instruction  
Date: \_\_\_\_\_



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

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: January, 2019 Target Date: June, 2019

### **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 OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2019

Target Date: December, 2019

### **Next Step:**

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days

### **Outcomes:**

- Effective implementation of the outcomes-based guidance and counseling program

### **Final Step/Recommendation:**

- Published modules on the revised guidance program

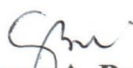
Prepared by:



**Manolo B. Loreto**

Unit Head

Conforme:



**Chona A. Brit**  
Name of Ratee Staff