



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Besavilla, Aiza B.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.47
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING:

4.84

Add: Additional Approved Points, if any:

4.84

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.84

ADJECTIVAL RATING:

Outstanding

Prepared by:

Aiza B. Besavilla

Name of Staff

Reviewed by:

Rysan C. Guinocor

Immediate Supervisor

Approved:

Prose Ivy G. Yepes


President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Aiza B. Besavilla, of Office of the Data Protection Officer commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June 2024.


AIZA B. BESAVILLA
 RATEE


Approved:


RYSAN C. GUINOCOR
 Data Protection Officer
 7/8/2024

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan-Dec 2023	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
DPO MFO 1: Administrative and Support Services Management										
UMFO 6. General Administration Support Services										
PI 1: Efficient data protection services management	AI.1: Efficient & customer friendly assistance	Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
		Encodes, prepares and print DPO Comments reviewed by the Data Protection Officer	100	455		5	5	5	5	
		Prepare Travel Request/Order, Trip tickets, and Cash Advance of the Data Protection Officer	50	20		4	4	4	4	
		Receive Request for Information/Record for Data Protection Officer's Approval	100	408		5	5	5	5	
DPO MFO 2: Protection on data processed										
		Monitor National Privacy Commission's requirements	100%	100%		5	5	5	5	


		Assist the Data Protection Officer in preparing and filing complaints or data breach with the National Privacy Commission (NPC) on time	100%	100%		5	5	5	5	
DPO MFO 3:Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implementing Rules & Regulations (IRR) of NPC										
		Assist the Data Protection Officer in conducting orientation/seminars to Faculty, Staff and students including VSU external campuses	5	4		4	5	5	4.67	
Office of the Data Protection Officer MFO 7:Compliant of HRMIS with the Data Privacy Act of 2012										
		T22: Attends meeting before the system is fully implemented	100%	100%		5	5	4	4.67	
Office of the Data Protection Officer MFO 8:Innovations/changes for continued Improvement of Improved Services										
		PI.23: Number of best practices introduced and implemented	1	1		5	5	5	5	
Total Over-all Rating									43.34	
Average Rating :									4.81	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING									4.81	
									O	

Evaluated & Rated by:


RYSAN C. GUINOCOR
 Data Protection Officer

Date: July 8, 2024

Approved by:


PROSE IVY G. YEPES
 President

Date: September 6, 2024

Comments & Recommendations for Development Purposes:

None

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AIZA B. BESAVILLA
Performance Rating: Outstanding

Aim: To be efficient in performing any given administrative tasks

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Allow her to attend some trainings and seminars related to administrative functions

Result:

Efficient and effective administrative staff

Date: August 2024

Target Date: December

Next Step:


Pursue Master of Management

Outcome: Obtain masters degree which can be used to improve exercise of function

Final Step/Recommendation:

Master of Management

Prepared by:


RYSAN C. GUINOCOR
Immediate Supervisor

Conforme:


AIZA B. BESAVILLA
Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2024

Name of Staff: AIZA B. BESAVILLA

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score					
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	55 59				
Average Score	458 4.92				
Overall recommendation	:				


RYSAN C. GUINOCOR
 Data Protection Officer