



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RUPHA GIN T. FERNANDEZ**

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	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: **4.72**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.72**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

RUPHA GIN T. FERNANDEZ
Name of Staff

Reviewed by:

CHONA A. BRIT
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RUPHA GIN T. FERNANDEZ**, of the **Dean of Students 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 **August** to **December, 2023**.

RUPHA GIN T. FERNANDEZ

Ratee

1/8/24

Approved:

CHONA A. BRIT

Head of Unit

1/8/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
STUDENT WELFARE SERVICES	Number of weekly Serbisyo Estudyante at VSU DYDC radio program Tech Talk conducted	Conduct & facilitate guidance activities on DYDC radio program	3	6	5.00	5.00	5.00	5.00	
	Percentage of students counselled/assisted (referred, walk-in/voluntary)	Conduct counseling to students	1%	2.2%	5.00	4.00	5.00	4.67	
	Percentage of students followed-up and who availed of consultations	Followed up students/clients	75%	90%	5.00	5.00	5.00	5.00	
	Number of students followed-up and who availed of consultations	Academic follow-up and consultations (changing of degree program)	10	32	5.00	5.00	4.00	4.67	
	Number of seminars/trainings/orientation organized/conducted by DSO	Conducts/Coordinates orientations/seminars/for a/ trainings/ given to student	1	1	4.00	5.00	5.00	4.67	
	Psychological Testing	Conduct & Assisted Psychological test for	3	5	4.00	5.00	5.00	4.67	

		students and job applicants							
General Administration and Support Services Other Accomplishments Efficient Customer-friendly Assistance	Number of seminars attended offered by Professional Organizations	Attend seminars for professional and personal development	3	3	5.00	4.00	5.00	4.67	
	Number of seminars/training or workshop invited as experts or resource person	Conduct seminars/training or workshop	1	1	5.00	5.00	5.00	5.00	
	Zero complaint unattended from clients	Percent of complaint received and unattended	Zero percent complaint	Zero percent complaint	5.00	5.00	5.00	5.00	
Total Over-all Rating								43.35	

Average Rating (Total Over-all rating divided by 9)		4.81
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.81
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Has to attend Regional/National Trainings on Guidance and Counseling

Evaluated & Rated by:

CHONA A. BRIT

Dept./Unit Head

Date:

[Signature]
1/8/24

Recommending Approval:

CHONA A. BRIT

OIC, DSO

Date:

[Signature]
1/8/24

Approved by:

ALELI A. VILLOCINO

Vice Pres. for Student Affairs & Services

Date:

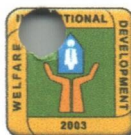
[Signature]
1/15/24

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **August - December, 2023**

Name of Staff: **Rupha Gin T. Fernandez**

Position: **Guidance Counselor 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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	54				
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	4.5				

Overall recommendation : _____


CHONA A. BRIT
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RUPHA GIN T. FERNANDEZ

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: August, 2023 Target Date: December, 2023

First Step:

- Membership in Guidance and Counseling Associations;
- Participation in seminars/trainings related to counseling practice.

Results:

- Mastery in the practice of evidenced-based counseling.

Date: August, 2023

Target Date: December, 2023

Next Step:

- Attendance in Guidance and Counseling Trainings (National/Regional)
- Participate in trainings for counseling special population

Outcomes:

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

Final Step/Recommendation:

- Evaluate career plans to set her professional development goals.

Prepared by:


CHONA A. BRIT

Unit Head

Conforme:


RUPHA GIN T. FERNANDEZ

Name of Ratee Staff