

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARWEN A. CASTAÑEDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70 %	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30 %	1.48
TOTAL NUMERICAL RATING			4.81


TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


MARWEN A. CASTAÑEDA
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:

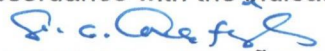

MANOLO B. LORETO, Jr.
Dean, USSO


Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, Marwen A. Castañeda, 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.


MARWEN A. CASTAÑEDA, RGC
 Ratee


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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Recruitment & Admission Services	Number of incoming students oriented/evaluated in terms of enrollment requirements, given entrance examination, and enrolled	Orients student applicants and administers the CAT and/or evaluates documents during enrollment	3000	2895	3.00	5.00	5.00	4.33	
Student Welfare Unit: Guidance & Counseling Services	Number of times guidance services conducted	Plans/prepares/formulates/designs guidance program/modules/activities/guide-lines/manual	9	10	4.00	5.00	5.00	4.67	
	Number of times training designs and power points made	Prepares and makes training design powerpoint presentations	9	9	3.00	5.00	5.00	4.33	

Student Welfare Unit: Guidance & Counseling Services	Number of times coordinated with other support services and the community	Coordinates with the different support service offices and school community seeking assistance and guidance	20	22	4.00	5.00	5.00	4.67	
	Number of times consultations/conferences/coordinations conducted	Conducts consultations/case conferences/coordination with the C/DBGFs/Heads of	25	29	4.00	5.00	5.00	4.67	
	Number of times facilitated, conducted, acts a speaker in seminars, trainings, sessions, committees.	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities/trainings/sessions	11	9	3.00	5.00	5.00	4.33	<i>Please refer to list of activities hereto attached.</i>
	Number of times provided assistance to guidance counselors and psychometrician	Assists guidance counselors and psychometrician through program planning, evaluation, feedbacking	25	29	4.00	5.00	5.00	4.67	
	Number of times designed, presented and utilized guidance forms	Designs/presents/utilizes guidance forms	85	90	4.00	5.00	5.00	4.67	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; academic; career)	45%	50%	4.00	5.00	5.00	4.67	

Student Welfare Unit: Guidance & Counseling Services	Percentage of students followed-up and who availed of consultations	Follow-up, follow-through and consultations	45%	50%	4.00	5.00	5.00	4.67	
	Percentage of individual records of students updated (Graduate School and College of Education)	Encodes, profiles, and files individual inventory of new students	50%	50%	4.00	5.00	5.00	4.67	
	Number of times information are disseminated	Disseminates information/inquiries; Updates bulletin boards; Designs, prints and circulates fliers/brochures on relevant issues; Acts	550	550	4.00	5.00	5.00	4.67	
	Number of times evaluation results, data gathered are analysed and reported.	Collates, analyses, makes recommendations and submits survey results.	3	4	5.00	5.00	5.00	5.00	
	Number of times research are done.	Initiates or participates in doing and accomplishing action research or studies.	1	1	5.00	5.00	5.00	5.00	

Student Development Unit: Campus Ministry Services	Number of coordination/meeting with the different campus ministers	Coordinates with campus ministers regarding their initiatives for students	1	1	5.00	5.00	5.00	5.00	
	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other related documents	1	1	5.00	5.00	5.00	5.00	
		Plans, coordinates and facilitates inter-campus ministry activity	1	1	5.00	5.00	5.00	5.00	
General Administration	Number of times served conducted and	Serves as GAD Focal Point Person of USSO, attends meetings, coordinates with ASHO, makes planning and submits report	5	7	5.00	5.00	5.00	5.00	
		Serves as Member of the Administrative Scholarship Committee	6	6	4.00	5.00	5.00	4.67	

and Other Support Services	accomplished general administration and other support services	Serves, attends meetings/initiatives as member/representative/documenter on different administrative committees	10	12	5.00	5.00	5.00	5.00	
		Serves as resource person/lecturer/topic expert during special programs/seminars/fora	8	9	4.00	5.00	5.00	4.67	
General Administration and Other Support Services	Number of times served, conducted and accomplished general administration and other support services	Signs activity permits/certificate of good moral character/clearance of graduating students/shifting/readmission/withdrawals/promisory/etc.	300	448	5.00	5.00	5.00	5.00	
		Serves as officer in-charge of USSO Dean's Office and other office sections	6	7	5.00	5.00	5.00	5.00	


Efficient and customer-friendly frontline service	Zero complaint from clients unserved	Guidance Coordinator; designated Graduate School, College of Education, Senior and Junior High Guidance Counselor; Campus Ministry Coordinator	0 Complaint	0 Complaint	5.00	5.00	5.00	5.00	
Total Over-all Rating								114.33	

Average Rating (Total Over-all rating divided by 24)	4.76
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.76
ADJECTIVAL RATING	Outstanding


Comments and recommendations for development purpose:

She may seriously consider for doctorate studies

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: _____

Instrument for Performance Effectiveness of Administrative StaffRating Period: January – June 2019Name of Staff: Marwen A. CastañedaPosition: Guidance Coordinator


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	25				
Average Score	4.94				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARWEN A. CASTAÑEDA**

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

Date: July, 2019

Target Date: December, 2019

Next Step:

- Continue revision of the guidance and counseling program to address the needs of the students
- Implement initially revised program during the University Student Services days

Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program
- Trained DBGF and Student Organization Advisers on effective facilitation
- Trained and empowered selected students through the Peer Friend Program as force multiplier in the attainment of the outcomes-based guidance and counseling intervention program.

Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:



Manolo B. Loreto
Unit Head

Conforme:



Marwen A. Castañeda
Name of Ratee Staff