



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **RENATO A. MAALA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.88 | 70% | 3.416 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.647 | 30% | 1.394 |
| TOTAL NUMERICAL RATING | | | 4.81 |

TOTAL NUMERICAL RATING: **4.81**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.81**


FINAL NUMERICAL RATING **4.81**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


RENATO A. MAALA
Name of Staff


Reviewed by:


MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:


Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President
for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Renato A. Maala, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1, 2020 to June 30, 2020:


RENATO A. MAALA
Ratee

Approved: 
MARWEN A. CASTAÑEDA
Unit Head


| MFO & PAPs | Success Indicator | Tasks Assigned | TARGET | Actual Accomplishment | Rating | | | | Remarks |
|--------------------------------------|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ₁ | E ₂ | T ₃ | A ₄ | |
| Registration and Graduation Services | Percentage of students officially enrolled and registered | 1. Evaluate records and accredit units earned by transferees | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | | 2. Checks and validate certificate of registration of assigned courses | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | | 3. Prepares permanent records of new students and file enrolment forms and other pertinent documents. | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 4. Prepares requests of permanent records (F-137-A , TOR) of students from last school attended | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 5. Updates and evaluates student records of assigned courses. | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 6. Prepares checklists with grades of continuing students and determine if regular and irregular and distribute to respective department. | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | Percentage of academic scholarship and curricular changes facilitated and enforced | 1. Evaluates status of students who applied for DOST scholarship of the assigned courses. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |

| MFO & PAPs | Success Indicator | Tasks Assigned | TARGET | Actual Accomplishment | Rating | | | | Remarks |
|---|--|---|--------|--------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ₁ | E ₂ | T ₃ | A ₄ | |
| | | 2. Issues certificates of enrolment and/ or certificates of grades to students who applied for scholarship. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | | 3. Facilitates queries of students requesting their documents required for scholarship application. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | Percentage of diploma, TOR and cert. prepared, processed, signed, sealed and released as 1st issuance to graduates | 1. Re-evaluates and prepares list of candidates for graduation | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 2. Monitors student deficiencies and notifies respective departments | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 3. Prepares and releases transcript of records and certifications | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 4. Checks entries in the diploma before the signature of the University Secretary and the President. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | | 5. Checks entries in the transcript of records as assigned. | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 6. Releases diploma of the assigned courses. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| Evaluation and Authentication Services | Percentage of scholastic records, credits checked, evaluated, verified, signed and released | 1. Prepares certification of authentication and verification of students and alumni | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 2. Complies verification request of students and alumni as requested by some employment agencies | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 3. Facilitates and authenticate TOR, diploma and certifications of students as requested. | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |

| MFO & PAPs | Success Indicator | Tasks Assigned | TARGET | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ₁ | E ₂ | T ₃ | A ₄ | |
| | Percentage of prospective honor graduates identified, ranked and results reported | 1. Determine and re- compute GPA and prepare list of candidates for latin honors of assigned courses. | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| | | 2. Consolidate all prospective candidates for latin honors and prepare final list | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| Student Records Management Services | Percentage of student records updated, sorted, prepared, checked, filed systematically stored and secured in designated shelves in the Records Room | 1. Files certificate of registration and report of grades of assigned courses | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 2. Files application for graduation, transmittal, approval sheet, clearance and other documents submitted by the graduaring students | 90% | 50% | 5.0 | 5.0 | 5.0 | 5.00 | |
| Administrative and Facilitative Services | Number of documents acted upon | 1. Compute contact hours and maximum credit hours of part-time instructors and the requested subjects and submit report to ODHRD and PRPEO. | 75 | 52 | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 2. Prepares and issues transcript of records (second issuance and other walk-in request) | 160 | 107 | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 3. Prepares and issues certifications | 210 | 120 | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 4. Prepares & issues transfer credentials | 70 | 45 | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 5. Complies school to school request for official transcript of records | 55 | 33 | 5.0 | 5.0 | 5.0 | 5.00 | |
| | | 6. Signs for the University Registrar Report of grades, clearance of faculty and staff, plan of course work of graduate students, application for re-admission | 160 | 90 | 5.0 | 5.0 | 5.0 | 5.00 | |

| MFO & PAPs | Success Indicator | Tasks Assigned | TARGET | Actual Accomplishment | Rating | | | | Remarks |
|--|-------------------------------------|--|--------|-----------------------|--|----------------|----------------|----------------|---------|
| | | | | | Q ₁ | E ₂ | T ₃ | A ₄ | |
| | Percentage of queries serve on time | 1. Facilitates queries through IP messages, emails and phone calls | 100% | 50% | 4.0 | 5.0 | 5.0 | 4.66 | |
| Total Over-all Rating | | | | | 4.655 | 5.00 | 5.00 | 4.88 | |
| Average Rating (Total Over-all rating divided by 4) | | | | 4.88 | <div>Comments & Recommendations for Development Purpose:</div> <div>To attend work related trainings / seminars.</div> | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | | 4.88 | | | | | |
| ADJECTIVAL RATING | | | | Outstanding | | | | | |

Evaluated and Rated by:


MARWEN A. CASTAÑEDA
Unit Head


Date: _____

Recommending Approval:

Dean / Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 12/4/20



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2020 to June 30, 2020**

Name of Staff: **RENATO A. MAALA**

Position: **Registrar 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 improvement of his work accomplishment | 5 | 4 | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Total Score | | 19 | | | | |

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.

| 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 | | 20 | | | | |
| Average Score | | 4.647 | | | | |

Overall recommendation : *Continue to demonstrate very commendable work attitude!*


MARWEN A. CASTAÑEDA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAALA, Renato A.
Performance Rating: January to June 2020

Aim: Mr. Maala will be equipped more in working closely with the Registrar regarding office administration (especially on records' management) and also for him to gain more confidence in managing the Registrar's Office in the absence of the University Registrar and lead his colleagues in improving their work efficiency.

Proposed Interventions to Improve Performance:

Date: February 2020 Target Date: June 2020

First Step: Mr. Maala will attend trainings and/or seminars related to office administration, current trends on records' management, and on leadership and personnel management.

Result: Mr. Maala was not able to attend the suggested trainings/seminars due to the pandemic where operations at the Registrar's Office were focused more on the hectic work adjustments and work from home schemes.

Date: _____ Target Date: _____


Next Step: _____

Outcome: _____

Final Step/Recommendation:

Mr. Maala be allowed to attend trainings/seminars as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


RENATO A. MAALA
Name of Staff