

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE  
STAFF**

Name of Administrative Staff: **TUdTUD, Ma. Epifania G.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.920	70%	3.444
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	4.529	30%	1.358 0.000
<b>TOTAL NUMERICAL RATING</b>			<b>4.802</b>

TOTAL NUMERICAL RATING: 4.802

Add: Additional Approved Points, if any: —

TOTAL NUMERICAL RATING: 4.802

FINAL NUMERICAL RATING 4.802

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MA. EPIFANIA G TUDTUD**

Name of Staff

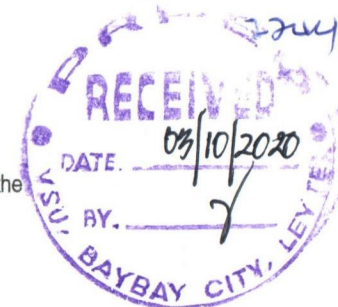
Approved:   
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MA. EPIFANIA G. TUDTUD**, the University Registrar commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2019 to December 31, 2019**.

*MA. EPIFANIA G. TUDTUD*  
**MA. EPIFANIA G. TUDTUD**  
University Registrar

*BEATRIZ S. BELONIAS*  
**BEATRIZ S. BELONIAS**  
VP for Instruction



OFFICE: REGISTRAR'S OFFICE

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MFOS/PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Administrative and Support Services									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	Zero percent complaints from clients	Zero percent complaints from clients	5	5	5	5.00	
Efficient office management	Number of personnel directly supervised	Supervises personnel of Registrar	11 Personnel	11 Personnel	5	5	5	5.00	
Regular conduct of staff meeting	Number of staff meetings conducted	Prepare agenda, conduct meeting and minutes of meeting	3	5	5	5	5	5.00	
Student records evaluation services									
Effective evaluation of graduating students	Number of candidates for graduation endorsed to the academic council for approval of the Board of Regents	Supervise the evaluation and verification of the candidates for graduation	200	323	5	4	5	4.67	
Efficient preparation and verification of transcript of records for graduating students	Number of pages of transcript of records reviewed, checked and signed	Review and sign transcript of records prepared for graduating students	3000	5067	5	5	5	5.00	
Issuance of complete and correct Transfer Credentials and Certifications to clients	No. of Transfer Credentials and certifications verified and checked	Reviews and signed transfer credentials and certifications	70	449	5	5	4	4.67	

MFOS/PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Student records management services									
Organized, updated and secured student records	No. of student records of continuing and new students updated and filed	Supervise that student records are organized and updated	5000	5385	5	5	5	5.00	
Statistical reports submitted are complete, accurate and timely	No. of statistical reports prepared and submitted to requesting agencies	Review and certify statistical reports prior to submission to other agencies	20	30	5	5	4.5	4.83	
Other Outputs									
Efficient conduct of enrollment of continuing students 1st Semester SY 2019-2020	Number of continuing students and transferees enrolled for the 1st Semester SY 2019-2020	Supervise the preparation of enrollment venue and conduct of the enrollment	2000	2550	5	5	5	5.00	
Attendance to meetings, briefings, seminars and trainings	Number of meetings, briefings, seminars and trainings attended	Attend meetings, briefings, seminars and trainings	20	25	5	5	5	5.00	
Improvement of procedures and systems of the office	No. of improvements of procedures and the Registrar's Computerized System and online registration proposed	Met with computer programmer, faculty, staff involved in the system to discuss what improvements had to be done	10	15	5	5	5	5.00	
Total Over-all Rating									
		Average Rating (Total Over-all rating divided by number of outputs)	4.92	Comments and Recommendations for Development Purposes:  <i>Be patient with students!</i>					
		Additional Points:							
		Punctuality							
		Approved Additional Points (with copy of approval)							
		Final Rating:	4.92						
		Adjectival Rating:	Outstanding						

Evaluated and Rated by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice Pres. For Instruction

Date: \_\_\_\_\_

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice Pres. For Instruction

Date: \_\_\_\_\_



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: MA. EPIFANIA G. TUdTUD

Position: Registrar IV

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		58				

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					77
Average Score					4.529

Overall recommendation: \_\_\_\_\_

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**BEATRIZ S. BELONIAS**  
Name of Head