

# OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: <u>prpeo@vsu.edu.ph</u> Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:	JUNITO A. PANONCE

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.42	70%	3.094
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
		TOTAL NUM	MERICAL RATING	4.393

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.393
FINAL NUMERICAL RATING	4.393
ADJECTIVAL RATING:	VERY SATISFACTORY
Prepared by:	Reviewed by:

Approved:

Panonce

Name of Staff

Aleli A. Villocino Vice President, SAS

Dean of Students

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JUNITO A. PANONCE** of the <u>Office of the Dean of Students</u> commits to deliver and agree to be rated on the attainment of the following targets accordance with the indicated measures for the period <u>JULY to DECEMBER, 2020.</u>

JUNITO A PANONCE

Approved:

MANOLO B. LORETO, JR.

Head of Unit

	Success		Townst	Actual		Rat	ing		Remarks
MFO & PAPs	Indicators	Tasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	clients served rated	Planned and implemented Institutional Student Programs and Services	95% of clients rated services as very satisfactory or higher	98% rate	5	5	5	5.00	
	PI.3. Percentage implementation of processes in accordance with existing approved quality procedures	Planned and implemented Institutional Student Programs and Services	100% processes implemented according to Quality Procedure	100% implemented according to Quality Procedures	4	5	4	4.33	Scholarship and Grant Applicaton Procedure
	PI.4. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Submitted reports submitted on time to partner agencies and donors for scholarship	100% of report submitted on time	100% report submitted on time	4	5	4	4.33	

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OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS								
PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual RTA ALIGNED COMP	Implemented Student	on time submitted on time 5 3 4 4.00  FING REQUIREMENTS						
frontline service		complaint from clients served	0% complaint	5	4	5	4.67	
NOVATIONS & BEST	T PRACTICES							
Pl. 8. Number of	Implemented Student	1 New Systems	1 online					
new	Scholarship Grants and	Implemented	Scholarship					
systems/innovations			application	2	4	1	2.67	
/proposals	Student Programs and			3	4	4	3.07	
introduced and	Services							
PSAS GASS 1: Admi	nistrative and Support	Services Managen	nent				4	
administrative documents acted	Implemented Student Scholarship Grants and Awards and Institutional Student Programs and Services	100% of documents acted within time frame	100% of documents acted within time frame	5	4	5	4.67	Student Assistant application & payroll, certifications, emails
	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual TA ALIGNED COMP. 7 Efficient & customer friendly frontline service  NOVATIONS & BEST PI. 8. Number of new systems/innovations /proposals introduced and implemented PSAS GASS 1: Administrative services and financial/administrative	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual RTA ALIGNED COMPLIANCE AND REPORTION PI. 7 Efficient & customer friendly frontline service Implemented Student Scholarship Grants and Awards and Institutional Student Programs and Services  NOVATIONS & BEST PRACTICES  PI. 8. 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Number of new systems/innovations Awards and Institutional /proposals introduced and implemented  PSAS GASS 1: Administrative and Support  PI. 12 Number of administrative should be administrative and Services  Implemented Student Scholarship Grants and Services and Institutional Scholarship Grants and Services  Implemented Student Scholarship Grants and Services  1 New Systems   1 online   Scholarship application   3   4   4   4   4   4   4   4   4   4	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual TTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS  PI. 7 Efficient & customer friendly frontline service  NOVATIONS & BEST PRACTICES PI. 8. Number of new systems/innovations/ largopasals introduced and implemented 28AS GASS 1: Administrative and Support Services within it might from administrative documents acted dimplements acted  Implemented Student Services on time  100% submission of required reports submitted on time  100% report submitted on time  5 3 4 4.00  24 4.00  25 3 4 4.00  26 5 3 4 4.00  27 6 7 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9

	PI. 13 No. of formal/informal linkages with external agencies maintained	Maintained formal and informal linkages related to Student Scholarship Grants and Awards and Institutional Student Programs and Services maintained	5 Linkages	8 Linkages	5	4	5	4.67	LGU' Ormoc, CHED 7 & 8, DABiotech and ATI, Landbank, GPSP, LGU Baybay
	PI. 14 Number of council/board/comm ittee assignments served/functions performed	Performed committee assignments	2	2	3	5	5	4.33	Student Organization Committee meetings
ODS GASS 2: Student Welfare Services	PI. 16 Number of guidance activities conducted conducted and supported	Conducted/Assisted /supported guidance activities	4	6	5	5	5	5.00	4 Kumusthan, 16 episodes of Serbisyo Estudyante, Counselled 20 counsellees virtually
*	PI. 17 Percentage of student counselled	Counselled Student Population	3%	1.80%	2	5	5	4.00	Virtual Counseling
ODS GASS 3: Institutional Student Services	PI. 19 Number of students awarded with scholarships/grants and monitored	Awarded/Monitored students with scholarship/grants	700 qualified students, 25 B2Help grantees	25 B2Help grantees; 19 SLT, 81 CHEd VIII; 9 CHED VII, 6 GPSP; 4 TES- TDP, 1,231 VSU Scholarship applicants processed	5	4	4	4.33	
Total Over-all Ra	ting							53.00	

Average Rating (Total Over-all rating	4.42
Additional points:	
Approved Additional Points (with	
FINAL RATING	4.42
ADJECTIVAL RATING	VERY SATISFACTORY

Evaluated and Rated By

Recomending Approval:

MANOLO B. LORETO, Jr.

B. LORETO, Jr. MANOLO B. LORETO, Jr.

Unit Head
Date: 3/29/2)

Dean, ODS
Date: 8/29/21

**Comments & Recommendations** 

for Development Purpose:

Must be complete his Master of Arts in Guidance and Counseling and must also take the board examination

Approved by:

ALELI A. VILLOCINO

Vice-President for Student Affairs and Services

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



# PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2020

Name of Staff: \_\_\_\_\_\_ Junito A. Panonce Position: Administrative Officer 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)		,	Scal	е	
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			52		

	eadership & Management (For supervisors only to be rated by higher upervisor)		5	Scale	Э	
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			4.33		

Overall recommendation	:	



MANOLO B. LORETO, JR. Dean of Students

#### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUNITO A. PANONCE

Performance Rating: **VERY SATISFACTORY** 

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: July, 2020

Target Date: December, 2020

#### First Step:

- 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 testing program appropriate for the requirements of the degree program in CoN, CAS, CFES and CVM

Date: January, 2021

Target Date: June, 2021

#### Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Apply accreditation for other companies that provides test material

#### **Outcomes:**

• Effective implementation of the outcomes-based guidance and counseling program through support of appropriate testing program

#### Final Step/Recommendation:

• Published modules on the revised guidance program

Prepared by:

Manolo B. Loreto

Dean of Students

Conforme:

Junito A. Panonce Name of Ratee Staff