



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 NUMERICAL RATING			4.393

TOTAL NUMERICAL RATING: **4.393**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.393**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:

Junito A. Panonce
Name of Staff

Manolo B. Loreto, Jr.
Dean of Students

Approved:


Aleli A. Villocino
Vice President, SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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


JUNITO A. PANONCE
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 ⁴	
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI.1. Percentage of clients served rated the services received at least very satisfactory or higher	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 Application 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	

OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual	Implemented Institutional Student Programs and Services	100% submission of required reports o on time	100% report submitted on time	5	3	4	4.00	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	Implemented Student Scholarship Grants and Awards and Institutional Student Programs and Services	Zero percent complaint from clients served	0% complaint	5	4	5	4.67	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations /proposals introduced and implemented	Implemented Student Scholarship Grants and Awards and Institutional Student Programs and Services	1 New Systems Implemented	1 online Scholarship application	3	4	4	3.67	
OVPSAS GASS 1: Administrative and Support Services Management									
<u>ODS GASS 1: Administrative and Support Services</u>	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	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

[illegible]

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

Comments & Recommendations

for Development Purpose:

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

Evaluated and Rated By

MANOLO B. LORETO, Jr.

Unit Head

Date: 3/29/21

Recomending Approval:

MANOLO B. LORETO, Jr.

Dean, ODS

Date: 3/29/21

Approved by:

ALELI A. VILLOCINO

Vice-President for Student Affairs and Services

Date: _____



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)		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		52				

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		4.33				

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