



PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

| Na | me of Administrative Staff: | CHONA A. E | RIT | |
|----|-----------------------------------------------------------------------------------------------|-------------------------|-----------------------|-----------------------------------------|
| | 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 | 5.00 | 30% | 1.50 |
| | | TOTAL NUI | MERICAL RATING | 4.83 |

| TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: | 4.83 | |
|------------------------------------------------------------------------------------------------|------|--|
| FINAL NUMERICAL RATING | 4.83 | |

ADJECTIVAL RATING: **OUTSTANDING**

Reviewed by: Prepared by Chona A. Brit

Manolo B. Loreto, Jr. Department/Office Head

Recommending Approval:

Name of Staff

Manolo B. Loreto, Jr. Dean/Director

Approved:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHONA A. BRIT, of the <u>USSO</u> commitS to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY to JUNE, 2020.</u>

CHONA A. BRIT Ratee Approved:

MANOLO B. LORETO, JR.

Head of Unit

| | | | | Actual | | R | ating | | |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------|---|---|-------|------|------------------------------------------------------------------------|
| MFO's/PAPs | Success Indicators | Tasks Assigned | Target | Target Accomplis hment | | E | Т | Α | Remarks |
| Recruitment & Admission Services | No. of Applicants for Freshmen Admission served in the College Admission Test | Administer the College Admission Test | 200 | 610 | 5 | 5 | 5 | 5.00 | |
| | Percentage of referred students/walk-in clients counseled | Individual and group counseling (personal/social; career) | 85% | 90% | 5 | 4 | 4 | 4.33 | |
| | Percentage of students with academic deficiences followed- up | Academic follow-up and consultations | 60% | 50% | 3 | 5 | 4 | 4.00 | |
| Student Welfare Unit: Guidance & Counseling Services | Number of group growth guidance seminars/sessions/ activities conducted | Conducts/facilitates/particip ates as moderator/speaker/facili- tator/committee member in group guidance seminars/activities | 2 | 3 | 5 | 5 | 5 | 5.00 | Pre-Departure for DVM students, LSI Kumustahan |
| | Number information service- activities conducted | Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers | 2 | 2 | 4 | 5 | 5 | 4.67 | DYDC Campus Talk/COVID Special Edition & updated bulletin boards |
| | Number of poor/disadvantaged students served by the support services for non-academic needs | Coordinate screening/facilitate renewal of Tulong-Dunong/ESGP- PA Grantees & other agency funded scholarships | 350 | 404 | 5 | 5 | 5 | 5.00 | |

| | Number of students with scholarship and grants | Evaluates application for VSU Funded Scholarships and Grants | 600 | 961 | 5 | 5 | 4 | 4.67 | |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|---|---|---|-------|---------------------------------------------------------------------------------------------------|
| InstitutionI Student Services: Student Financial Assistance Section | Number of students' scholarship forum and SAFE Loan orientation coordinated/conducted | Coordinate scholarship forum and conduct of SAFE Loan orientation | 1 | 4 | 5 | 5 | 5 | 5.00 | Orientation of VSU Scholars-Opening of LBP Account |
| | | Monitoring of other agency or private funded scholars | 10 | 15 | 5 | 5 | 4 | 4.67 | |
| | No. of Financial & administrative documents/reports prepared | Records minutes of the Student Scholarship Committee meetings | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | Prepare list of scholars or grantees for billing or for Payment | 10 | 15 | 5 | 5 | 4 | 4.67 | |
| General Administration and Support Services | No. of programs/insitutional accreditation related process supported | Provide documents requested for accreditation | 1 | 2 | 5 | 5 | 4 | 4.67 | |
| Other Services | Number of activities coordinated/facilitated | Coordinate/facilitate university-wide activities/meeting/seminar or training with other agencies | 1 | 1 | 4 | 5 | 5 | 4.67 | Re-orientation of DOST scholars |
| Administrative Support & Services | Number of Scholarship Certification , Excuse Letter & other similar documents issued | Issue Certification for Refund/Enrolment or Validation of Exam Permit/Excuse Letter | 20 | 529 | 5 | 5 | 4 | 4.67 | Excuse Letter for DOST Scholars who attended the Re- Orientation & Certificate of Honors |
| | Percentage of application for shifting approved within 1 hour | Endorse for approval of application for shifting | 87% | 89% | 5 | 5 | 5 | 5.00 | , |
| | Number of students' clearance signed | Signs clearance of students | 10 | 16 | 5 | 5 | 5 | 5.00 | |
| Efficient and customer- friendly frontline service | Zero complaint from clients UNATTENDED | Guidance Counselor; University Scholarship Coordinator; & Other Administrative Services Provider | 0% Complaint Unattended | 0% Complaint Unattended | 5 | 5 | 5 | 5.00 | No complaint unattended |
| | | | | | | | | 81.00 | |

| Average Rating (Total Over-all rating divided by 17) | 4.76 |
|------------------------------------------------------|-------------|
| Additional Points: | |
| Punctuality | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 4.76 |
| ADJECTIVAL RATING | Outstanding |

Evaluated and Rated By

Nontheat

MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 21, 2020

Recomending Approval:

Modeled

MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 21, 2020

Comments & Recommendations for Development Purpose:

Must pursue doctorate in Guidance and Counseling

Approved by:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: 12 mm



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Instrument for Performance Effectiveness of Administrative Staff

| Rating Period: Jan | nuary to June, 2020 | |
|--------------------|---------------------|------------------------------|
| Name of Staff: | Chona A. Brit | Position: Guidance Counselor |
| 111 | | |

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 | ng 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 | | | 60 | | | | | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-------|---|---|--|--|--|
| 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 | | | - | 1 | - | | | |
| | Average Score | | | 5.00 | | | | | |

| Overall recommendation | 1 |
|------------------------|---|
| | |



MANOLO B. LORETO, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

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, 2020 Target Date: June, 2020

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
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2020 Target Date: December, 2020

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days

Outcomes:

• Effective implementation of the outcomes-based guidance and counseling program

Final Step/Recommendation:

Published modules on the revised guidance program

Prepared by:

Manolo B. Loreto
Unit Head

Conforme:

Chona A. Brit
Name of Ratee Staff