



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERIAM M. LUNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: **4.62**


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.62**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


Meriam M. Luna
Name of Staff


Reviewed by:


Manolo B. Loreto, Jr.
Department/Office Head

Recommending Approval:


Manolo B. Loreto, Jr.
Dean/Director

Approved:


Beatriz S. Belonias
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MERIAM M. LUNA, of the USSO commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY to JUNE, 2020.

MERIAM M. LUNA

Ratee

Approved:

MANOLO B. LORETO, JR.

Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Administrative Aide/Staff	No complaint	0	5	5	5	5.00	
Recruitment & Admission Services	No. of graduating senior high school students who took the VSU College Admission Test at VSU Main Campus	Assist in Administering & Facilitating during the conduct of VSU College Admission Test at VSU Main Campus	2000	7055	5	5	5	5.00	
	Prepare of VSU College Admission Test Form & Answer Sheet Form	Monitor& assign of Examinee Control Number of VSU CAT Form	10000	12100	5	4	4	4.33	
	Number of students' seminars, forums, orientations, jobs fair/job seeking, conference conducted/coordinated	Serves as committee member of seminar for staff & students	1	1	4	4	5	4.33	
Student Development and Welfare Support	No. of poor/disadvantaged students served by support services for non-academic needs	Process applications for dormitory/cottage residency	700	1649	5	4	4	4.33	
Student Services	Issuance of requested certificates/excuse letters/good moral and other documents of the same nature	I.) Issues of Certificates (CGMC, CA & etc.)	100	106	4	5	4	4.33	
		II.) Issues of Excuse letters	5	4	4	5	4	4.33	
		III.) Issues of call slips	3	3	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
		IV.) Interview & recommend students for ID replacement	25	73	5	5	5	5.00	
Administrative Services	Number of financial/administrative documents prepared	> Prepared Payrolls- Students Assistant, Job Orders, Stipend of Scholars & Honorarium	50	68	5	4	4	4.33	
		>Prepared Vouchers/ Travel Papers/PRs/RIS/Reimbursement & others	10	69	5	5	5	5.00	
		> Encoded Scholars on Credit System for Land Bank of the Phil. for all VSU Scholars' stipend (University, College, Academic, Varsity & USSC)	300	327	5	5	4	4.67	
		> Prepared Appointment of, Dormitory Advisers', Casual & Job Orders	40	55	5	4	4	4.33	
	Number of PPMP prepared	Prepared PPMP of USSO, Admissions, PESO, Guidance, Testing, Dormitories & etc.	5	5	4	5	5	4.67	
	Number of Communication/Documents Prepared	>Prepared & Type diffirent notice of meetings, request for overtime, travel orders, Memorandum, OIC, attendance sheet, Trip Ticket & others	50	155	5	5	4	4.67	
		Encoded Quality Records Matrix of ISO Assorted documents	300	430	5	5	5	5.00	
	Number of Communication/Documents Logged/Encoded	Recording of incoming/outgoing documents	400	649	5	4	4	4.33	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number office documents-communications, memo, reports & others filed.	Filing of office documents-communications, memo, reports & others.	600	925	5	4	4	4.33	
	Facilitates and screens clients of the Dean of Students.	Facilitating and screen clients of the Dean of Students	500	724	5	4	5	4.67	
								87.33	

Average Rating (Total Over-all rating divided by 19)	4.60
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.60
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Must take CSC Professional Eligibility examination to be promoted

Evaluated and Rated By



MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 21, 2020

Recommending Approval:



MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 21, 2020

Approved by:



BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: 12/21/20



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

Name of Staff: Meriam M. Luna Position: Administrative Aide 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		56				

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		4.67				

Overall recommendation : _____



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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERIAM M. LUNA

Performance Rating: OUTSTANDING

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: January, 2020 Target Date: June, 2020

First Step:

- Participation in workshop-seminars on team building
- Participation in workshop-seminars on databasing of vouchers, payrolls, and other documents
- Reorientation on the proper management and filing of office hard copy documents

Results:

- Capacitated in handling office documents

Date: July, 2020

Target Date: December, 2020

Next Step:

- Continue attending seminars on proper handling of office documents through the ISO process

Outcomes:

- Traceability of documents
- Improved customer services and values to work
- Knows how to protect soft files

Final Step/Recommendation:


- Be converted from casual to regular employee

Prepared by:



Manolo B. Loreto
Unit Head

Conforme:


Meriam M. Luna
Name of Ratee Staff