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: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

"Annex P"

Name of Administrative Staff: HOMER LOIS P. NAPOLES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.39
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			**4.84**

TOTAL NUMERICAL RATING: **4.84**
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: **4.84**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

HOMER LOIS P. NAPOLES
Name of Staff

Reviewed by:

MARWEN A. CASTAÑEDA
Department/Unit Head

Recommending Approval:

N/A
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1
FM-PRO-13
v1 05-27-2020
No. 314

Visayas State University
OFFICE OF THE UNIVERSITY REGISTRAR
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **HOMER LOIS P. NAPOLES**, School Credits Evaluator of the Office of 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** to **December 2020.**

HOMER LOIS P. NAPOLES
School Credits Evaluator
Date: _____

MARWEN A. CASTAÑEDA
University Registrar
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q^1	E^2	T^3	A^4	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
REG MFO 1: Registration and Graduation Services	**PI 1:** Percentage of students officially enrolled and registered	Checks credentials of incoming and transfer students	50%	67%	5	5	5	5.00	
		Evaluates transfer students credentials	50%	67%	5	5	4	4.67	
		Prepares evaluation sheet(s) for crediting of subjects of transfer students	50%	67%	5	5	4	4.67	
		Validates students' certificate of registration	50%	80%	5	5	5	5.00	
	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Facilitates request for certifications required for scholarships	40%	62%	5	5	5	5.00	
		Checks receipts of the request for certifications required for scholarships	40%	62%	5	5	5	5.00	
		Evaluates students' permanent record for issuance of certifications required for scholarships	40%	62%	5	5	4	4.67	
		Prepares certifications required for scholarships	40%	62%	5	5	4	4.67	
		Releases certifications required for scholarships	40%	62%	5	5	5	5.00	
		Countersigns students' application for change of degree program/major	50%	72%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q[1]	E[2]	T[3]	A[4]	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Files students' application for change of degree program/major to the respective students' permanent record folder	40%	72%	5	5	4	4.67	
	PI 3: Percentage of diploma, TOR, and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	Prepares TOR for graduates students as 1st issuance	50%	65%	5	5	4	4.67	
		Reviews TOR for graduates students as 1st issuance	50%	73%	5	5	5	5.00	
		Prepares certifications for graduates students as 1st issuance	50%	62%	5	5	4	4.67	
		Countersigns TOR for graduates students as 1st issuance	50%	65%	5	5	5	5.00	
		Countersigns certifications for graduates students as 1st issuance	50%	62%	5	5	5	5.00	
		Seals TOR for graduates students as 1st issuance	50%	65%	5	5	5	5.00	
		Seals certifications for graduates students as 1st issuance	50%	62%	5	5	5	5.00	
		Releases TOR, Diploma and certifications for graduates students as 1st issuance	40%	68%	5	5	4	4.67	
	PI 4: Number of times graduation/commencement related activities are acted upon	Secures undistributed diplomas	1	155	5	5	5	5.00	
REG MFO 2: Evaluation and Authentication Services	**PI 1:** Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Facilitates issuance form requesting for evaluation of scholastic records	40%	70%	5	5	5	5.00	
		Processes request for evaluation of scholastic records	40%	61%	5	5	4	4.67	
		Facilitates requests for verification of students record	40%	61%	5	5	4	4.67	
		Processes requests for verification of students record	40%	61%	5	5	4	4.67	
		Facilitates requests for CAV of non-graduates students	40%	55%	5	5	4	4.67	
		Facilitates requests for CAV of graduates students	40%	61%	5	5	4	4.67	
		Processes requests for CAV of non-graduates students	40%	55%	5	5	4	4.67	
		Processes requests for CAV of graduates students	40%	61%	5	5	4	4.67	
		Checks students' credentials	40%	88%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment Target	Accomplishment Actual	Q[1]	E[2]	T[3]	A[4]	Remarks
UMFO 6: General Administration and Support Services (GASS)									
		Evaluates students' scholastic records	40%	88%	5	5	4	4.67	
		Verifies students' credentials and scholastic records	40%	88%	5	5	4	4.67	
		Releases students' evaluation of scholastic records	40%	88%	5	5	5	5.00	
		Releases students' verification of students record results	40%	88%	5	5	5	5.00	
		Releases CAV of non-graduates students	40%	55%	5	5	5	5.00	
		Releases CAV of graduates students	40%	61%	5	5	4	4.67	
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	Identifies honor graduates GPA	50%	50%	5	5	4	4.67	
		Ranks honor graduates GPA	50%	50%	5	5	4	4.67	
		Submits ranking reports of honor graduates GPA	50%	50%	5	5	4	4.67	
REG MFO 3: Student Records Management Services	**PI 1:** Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	Prepares students' permanent records jacket for new students	40%	52%	5	5	4	4.67	
		Files evaluation sheet(s) of transferees to students' permanent record jacket	40%	52%	5	5	5	5.00	
		Request students' permanent record from previous school	40%	66%	5	5	4	4.67	
		Follows-up request for students' permanent record from previous school	40%	66%	5	5	4	4.67	
		Re-evaluates assigned students' permanent record	40%	53%	5	5	4	4.67	
		Monitors students' academic standing	40%	53%	5	5	4	4.67	
		Countersigns students' other pertinent documents	50%	64%	5	5	5	5.00	
		Files students' other pertinent documents	40%	69%	5	5	4	4.67	
		Follows-up students' application for graduation	40%	85%	5	5	4	4.67	
		Releases updated students' checklist	40%	90%	5	5	4	4.67	
		Evaluates student grades of candidates for graduation and latin honors	50%	62%	5	5	4	4.67	
		Prepares list of candidates for graduation and latin honors	50%	71%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q^1	E^2	T^3	A^4	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Prepares control list of deficiencies for graduating candidate	50%	67%	5	5	5	5.00	
		Checks assigned students' permanent records pertinent documents	40%	64%	5	5	5	5.00	
		Updates assigned students' permanent records entries of active students	40%	64%	5	5	5	5.00	
		Sorts students' permanent records in designated shelves	40%	64%	5	5	5	5.00	
		Stores and secures students' permanent records of inactive students to archive shelves	40%	55%	5	5	5	5.00	
		Stores and secures students' permanent records of active students to active shelves	40%	55%	5	5	5	5.00	
		Ensures records room facilities is safe and functional	50%	50%	5	5	5	5.00	
		Secures records room security locks and unathorized entry	50%	50%	5	5	5	5.00	
		Ensures records room electrical equipment are off before leaving the office	50%	50%	5	5	5	5.00	
		Records evaluators request to borrow students' permanent records	40%	50%	5	5	5	5.00	
		Retrieves students' permanent records from designated shelves	40%	50%	5	5	4	4.67	
		Releases students' permanent records to requesting evaluator	40%	50%	5	5	5	5.00	
		Records evaluators return of students' permanent records	40%	50%	5	5	4	4.67	
		Returns and files inactive students' permanent records to active shelves upon readmission	40%	50%	5	5	4	4.67	
		Returns students' permanent records to designated shelves	40%	50%	5	5	4	4.67	
	PI 2: Percentage of student information encoded and stored in data base	Updates INC grades upon submission of completion of grades form	40%	55%	5	5	5	5.00	
		Notifies instructors regarding their INC grades	40%	61%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q¹	E²	T³	A⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Notifies instructors regarding their unsubmitted grades	40%	56%	5	5	5	5.00	
	PI 3: Number of inactive records scanned and stored in electronic copies	Scans students' permanent record pertinent documents	61	65	5	5	4	4.67	
		Stores scanned students' permanent records to systematic electronic records	61	65	5	5	4	4.67	
REG MFO 4: Administrative and Facilitative Services	**PI 1:** Number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Facilitates information requests in consideration with Data Privacy, FOI, VSU Code and Standards	10	1048	5	5	4	4.67	
	PI 2: Number of times government and university regulations are enforced	Requires authorized person to present Authorization Letter/Special Power of Attorney	20	63	5	5	5	5.00	
		Updates signages and notices of the Office of the University Registrar for CSC compliance and clientele information drive	5	7	5	5	5	5.00	
	PI 3: Number of documents acted upon	Prepares and submits requested documents or reports to the office of the university registrar and other departments/units	10	18	5	5	4	4.67	
		Conducts information gathering of room utilization and submits to respective offices	3	5	5	5	5	5.00	
		Prepares and submits proposal of the Office of the University Registrar guidelines and procedures	1	3	5	5	5	5.00	
		Prepares TOR of students	84	180	5	5	4	4.67	
		Reviews TOR of students	250	380	5	5	5	5.00	
		Prepares certifications of students	66	221	5	5	4	4.67	
		Prepares TC of students	4	16	5	5	4	4.67	
		Countersigns TOR of students	84	180	5	5	5	5.00	
		Countersigns certifications of students	66	221	5	5	5	5.00	
		Countersigns TC of students	4	16	5	5	5	5.00	
		Seals TOR of students	84	180	5	5	5	5.00	
		Seals certifications of students	66	221	5	5	5	5.00	
		Seals TC of students	4	16	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q^1	E^2	T^3	A^4	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Releases TOR of students	84	180	5	5	5	5.00	
		Releases certifications of students	66	221	5	5	5	5.00	
		Releases TC of students	4	16	5	5	5	5.00	
		Processed school to school OTOR of students	4	18	5	5	4	4.67	
		Requests school to school students permanent record file	30	101	5	5	4	4.67	
		Scans documents from hard copy to electronic copy	22	335	5	5	5	5.00	
	PI 4: Number of personnel supervised and monitored, and offices consulted and coordinated	Consults and coordinates with departments regarding student matters	4	7	5	5	5	5.00	
	PI 5: Percentage of queries served on time	Answers queries on time from registrar facebook page	50%	93%	5	5	5	5.00	
		Answers queries on time from registrar gmail account	50%	92%	5	5	5	5.00	
		Posts announcement of the Office of the University Registrar to official facebook page	50%	100%	5	5	5	5.00	
REG MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Zero incident client complaints	0	0	5	5	5	5.00	
Best practices/new initiatives:	Proposed to implement Student ID System Record's Management for inactive files.		0	1	5	5	5	5.00	
	Designed Office of the University Registrar (OUR) Slogan		0	1	5	5	5	5.00	
	Designed Office of the University Registrar (OUR) Brochure		0	1	5	5	5	5.00	
	Created facebook page for the Office of the University Registrar to address clienteles concern on time		0	1	5	5	5	5.00	
	Conducts or updates classroom utilization/evaluation		0	125	5	5	5	5.00	
Total Overall Rating					510.00	510.00	464.00	494.67	

Average Rating	4.85	Comments & Recommendations for

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q^1	E^2	T^3	A^4	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
Additional Points:									
Punctuality									
Approved Additional Points (with copy of approval)									
FINAL RATING		4.85							
ADJECTIVAL RATING		OUTSTANDING							

Development Purpose:

To attend seminars/trainings/workshops related to office functions/assignments

Evaluated and Rated by:

MARWEN A. CASTAÑEDA
Department/Unit Head
Date: _____

Recommending Approval:

_____
N/A
Dean/Director
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/11/21

1- Quality   2- Efficiency   3- Timeliness   4- Average

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: JULY - DECEMBER 2020
Name of Staff: HOMER LOIS P. NAPOLES

Position: School Credits Evaluator

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 exceed 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 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 task 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 his/her work which is easily retrievable when needed.	5	(4)	3	2	1
8. Suggest new ways to further improve his/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 the clientele.	(5)	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement for his work accomplishment.	(5)	4	3	2	1
12. Willing to be trained and developed.	(5)	4	3	2	1
Total Score	58				

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2
FM-PRO-14
v1 05-27-2020
No. 394

B.	Leadership and 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 the 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		N/A				
Average Score		4.83				

Overall Recommendation: _____

MARWEN A. CASTAÑEDA
Name of Head

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2
FM-PRO-14
v1 05-27-2020
No. 394

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NAPOLES, Homer Lois P.**
Performance Rating: July to December 2020

Aim: Mr. Napoles will attain more knowledge in records' safekeeping and in office management skills in order to maximize his contribution in attaining office objectives under normal conditions or otherwise.

Proposed Interventions to Improve Performance:

Date: _July 2020__ Target Date: _November 2020__

First Step: Mr. Napoles to attend seminars/trainings about records' safekeeping, and office management capacity building seminar/training.

Result: Mr. Napoles able to attend the ISO 9001:2015 Awareness/Reawareness seminars/trainings last Nov. 27, 2020.

Date: _____ Target Date: _____

Next Step: _____

Outcome:_____

Final Step/Recommendation:
    Mr. Napoles be allowed to attend more seminars/trainings as suggested when available.

Prepared by:

MARWEN A. CASTAÑEDA
Unit Head

Conforme:

HOMER LOIS P. NAPOLES
Name of Staff