

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE
STAFF**

Name of Administrative Staff: **MAALA, Renato A.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.890	70%	3.423
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	4.830	30%	1.449
TOTAL NUMERICAL RATING			4.872

TOTAL NUMERICAL RATING: 4.872


Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.872


FINAL NUMERICAL RATING 4.872

ADJECTIVAL RATING: Outstanding

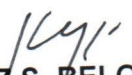
Prepared by:


RENATO A. MAALA
Name of Staff

Reviewed by:


MA. EPIFANIA G. TUDTUD
University Registrar

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Renato A. Maala, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1, 2019 to June 30, 2019:


RENATO A. MAALA
Ratee

Approved: 
MA. EPIFANIA G. TUDTUD
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
① Student record evaluation	No. of students permanent records updated	1. Updates students permanent record of assigned courses	1,100	1,226	5	5.0	5.0	5.00	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	125	131	4	5.0	5.0	4.66	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	200	316	5	5.0	5.0	5.00	
	No. of list ^{of candidates} prepared and consolidated	4. Prepare list of candidates for graduation and furnish copies to the dept., / college deans	5	6	4	5.0	5.0	4.66	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	35	52	5	4.5	4.5	4.66	
	No. of clearances of graduating students processed	6. Processing clearances of graduating students	200	310	5	5.0	5.0	5.00	
	No. of transcript of records prepared	7. Preparation of transcript of records	900	1,716	5	5.0	5.0	5.00	
	No. of transfer credential prepared	8. Preparation of transfer credential	80	114	5	5.0	5.0	5.00	
Student record evaluation	No. of certification prepared	9. Preparation of certification	125	346	5	5.0	5.0	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Registrar Services	No. of CAV prepared	10. Prepares CAV of VSU graduates	20	38	5	5.0	5.0	5.00	
	No. of checklist prepared and issued	11. Prepares and issues checklist with grades to students	75	82	4	5.0	5.0	4.66	
	No. of enrolment forms prepared	12. Prepares enrolment forms	1,100	1,226	5	5.0	5.0	5.00	
	No. of enrolment forms issued	13. Issuance of enrolment forms to the students with deficiencies during registration	35	41	4	4.5	4.5	4.33	
	No. of enrolment forms validated	14. Checking and validation of enrolment forms	1,000	1,100	4	5.0	5.0	4.66	
	No. of permanent records prepared	15. Prepares permanent records of new students	200	315	5	5.0	5.0	5.00	
	No. of enrolment forms filed in the permanent records	16. Files in the permanent records the enrolment forms	1,100	1,226	5	5.0	5.0	5.00	
	No. of applications for adding, changing & dropping of subjects processed	17. Process applications for adding, changing & dropping of subjects	100	126	5	5.0	5.0	5.00	
	No. of application recorded & filed	18. Record and file the approved applications for dropping/ changing /adding/ withdrawal of subjects	100	126	5	5.0	5.0	5.00	
Student record evaluation	No. of requests / follow-up of Form 137-A, TOR and other related credentials	19. Requests / follow-up of Form 137-A, TOR and other related credentials	100	115	5	5.0	5.0	5.00	
	No. of student records evaluated	20. Student record evaluation	285	355	5	5.0	5.0	5.00	
	No. of candidates for latin honors computed & determined	21. Compute and determine candidates for latin honos	25	98	5	5.0	5.0	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
	No. of applications for change of name/ data/ entry in the student record processed	22. Process applications for change of name/ data/ entry in the student record	3	5	5	5.0	5.0	5.00	
	No. of applications for clearance of faculty processed	23. Processing of applications for clearance of faculty	50	55	5	5.0	5.0	5.00	
	No. of contact hours & max. credit hours of part-time instructors and requested subjects being computed	24. Compute contact hours & maximum credit hours of part-time instructors and the requested subjects & submit report to ODAHRD & PRPEO.	50	56	5	5.0	5.0	5.00	
	No. of hours spent in the preparation of enrolment venue	25. Assists in the preparation of enrolment venue	1.5	2	5	5.0	5.0	5.00	
	No. of credentials checked and enrolment forms issued	26. Assists in checking credentials and issue enrolment forms to new freshmen	25	28	4	5.0	5.0	4.66	
Total Over-all Rating					4.76	4.96	4.96	4.89	
Average Rating (Total Over-all rating divided by 4)					4.89				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING					4.89				
ADJECTIVAL RATING					Outstanding				

Comments & Recommendations for Development Purpose:
Attend trainings on records management & leadership & management.

Evaluated and Rated by:

MA. EPIFANIA G. TUDTUD
MA. EPIFANIA G. TUDTUD
Unit Head

Date: _____

Recommending Approval:

Dean / Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MAALA, Renato A.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: Mr. Maala will gain more confidence in managing the Registrar's Office in the absence of the University Registrar and lead his colleagues in improving their work efficiency.

Proposed Interventions to Improve Performance:

Date: September 1, 2019

Target Date: January 30, 2020

First Step: Mr. Maala will attend leadership and management training.

Result: Mr. Maala was not able to attend the suggested training this year, because the office was busy moving out the documents due to office renovation and there was no information on trainings conducted on the leadership and management.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Mr. Maala be allowed to attend a training leadership and management in January 2020.

Prepared by:

MA. EPIFANIA G. TUdTUD
MA. EPIFANIA G. TUdTUD
Unit Head

Conforme:

RENATO A. MAALA
RENATO A. MAALA
Name of Staff

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: RENATO A. MAALA

Position: Registrar II

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		(58)				

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						4.83				

Overall recommendation

: *He must have initiative to innovate ways to be more efficient in his job.*

MA. EPIFANIA G. TUDTUD

MA. EPIFANIA G. TUDTUD

Name of Head