COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Renato A. Maala**

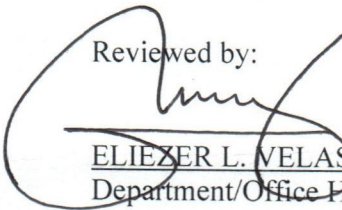| Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.614	4.614 x 70%	3.229
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.425
TOTAL			**4.654**

EQUIVALENT NUMERICAL RATING: **4.654**
Add: Additional Points, if any: ___
TOTAL NUMERICAL RATING: **4.654**
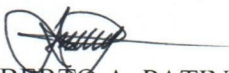
ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

RENATO A. MAALA
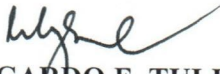Name of Administrative Staff

Reviewed by:

ELIEZER L. VELASCO
Department/Office Head

Recommending Approval:

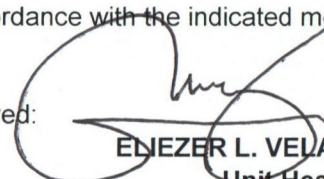REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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 July 1, 2016 to December 31, 2016:

RENATO A. MAALA
Ratee

Approved:

ELIEZER L. VELASCO
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q_1	E_2	T_3	A_4	
Student record evaluation	No. of students permanent records updated	1. Updates students permanent record of assigned courses	1,000	1,655	5	4.5	4.5	4.67	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	100	188	5	4.5	4.5	4.67	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	150	210	5	5.0	5.0	5.00	
	No. of list prepared and consolidated	4. Prepare list of candidates for graduation and furnish copies to the dept., / college deans	4	7	5	4.5	4.5	4.67	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	30	52	5	4.5	4.0	4.50	
	No.of clearances of graduating students processed	6. Processing clearances of graduating students	20	20	4	5.0	5.0	4.67	
	No. of transcript of records prepared	7. Preparation of transcript of records	500	847	5	4.5	4.5	4.67	
	No. of transfer credential prepared	8. Preparation of transfer credential	50	74	5	4.5	4.5	4.67	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q_1	E_2	T_3	A_4	
Student record evaluation	No. of certification prepared	9. Preparation of certification	100	141	5	4.5	4.5	4.67	
	No. of CAV prepared	10. Prepares CAV of VSU graduates	20	34	5	4.5	4.5	4.67	
	No. of checklist prepared and issued	11. Prepares and issues checklist with grades to students	50	52	4	4.5	5.0	4.50	
	No. of enrolment forms prepared	12. Prepares enrolment forms	1,200	1,699	5	4.5	4.5	4.67	
	No. of enrolment forms issued	13. Issuance of enrolment forms to the students with deficiencies during registration	25	48	5	4.5	4.5	4.67	
	No. of enrolment forms validated	14. Checking and validation of enrolment forms	1,200	1,250	4	4.5	4.5	4.33	
	No. of permanent records prepared	15. Prepares permanent records of new students	20	25	4	4.5	5.0	4.50	
	No. of enrolment forms filed in the permanent records	16. Files in the permanent records the enrolment forms	1,200	1,699	5	4.5	4.5	4.67	
	No. of applications for adding, changing & dropping of subjects processed	17. Process applications for adding, changing & dropping of subjects	100	185	5	4.5	4.5	4.67	
	No. of application recorded & filed	18. Record and file the approved applications for dropping/ changing /adding/ withdrawal of subjects	100	185	5	4.5	4.5	4.67	
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	150	155	4	4.5	4.5	4.33	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q_1	E_2	T_3	A_4	
	No. of student records evaluated	20. Student record evaluation	200	275	5	4.5	4.5	4.67	
	No. of candidates for latin honors computed & determined	21. Compute and determine candidates for latin honos	1	1	4	4.5	4.5	4.33	
	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	6	5	4.5	4.5	4.67	
	No. of applications for clearance of faculty processed	23. Processing of applications for clearance of faculty	50	75	5	4.5	4.5	4.67	
	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.	60	81	5	4.5	4.5	4.67	
	No. of hours spent in the preparation of enrolment venue	25. Assists in the preparation of enrolment venue	1.5	2	5	4.5	4.5	4.67	
	No. of credentials checked and enrolment forms issued	26. Assists in checking credentials and issue enrolment forms to new freshmen	20	21	4	5.0	4.5	4.50	
Total Over-all Rating					4.73	4.557	4.557	**4.614**	

Average Rating (Total Over-all rating divided by 4)		4.614
Additional Points:		
	Punctuality	
	Approved Additional points (with copy of approval)	
FINAL RATING		4.614
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
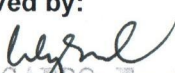
Received by:

_____
Planning Office
Date: _____

Calibrated by:

_____
REMBERTO A. PATINDOL
PMT
Date _____

Recommending Approval:

_____
REMBERTO A. PATINDOL
Vice President
Date: _____

Approved by:

_____
EDGARDO E. TULIN
President
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2016**
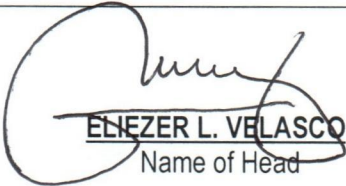Name of Staff: **RENATO A. MAALA**   Position: **Registrar II**

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	57				

1

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	4.75				

Overall recommendation : _____

ELIEZER L. VELASCO
Name of Head