



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

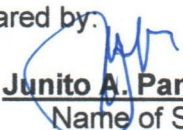
Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.49


TOTAL NUMERICAL RATING: **4.49**
Add: Additional Approved Points, if any: **0.1** (DYDC Anchorman)
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.59**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: 
Junito A. Panonce
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, **JUNITO A. PANONCE**, 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.**

JUNITO A. PANONCE

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 service	Zero complaint from clients served	Planned and implemented Institutional Student Programs and Services	No complaint	No Complaint	5	5	5	5.00	
Recruitment and Admission Services	Number of graduating high school students who took the entrance exam resulting from information drive	Administered VSU-CAT to graduating high school students	800	1136	5	5	5	5.00	VSU Main Campus, VSU Villaba, LNHS
Guidance and Counseling Unit	Number of guidance activities conducted	Conducted guidance activities	4	5	5	5	4	4.67	DVM OJT, BSN, LSI Kumustahan
	Percentage of students counseled/ followed up	Conducted counseling & academic followed-up	3%	5%	5	4	4	4.33	
	Number of psychological tests administered, checked and scored	Administered, checked and scored psychological test to examinee	700	1150	5	4	4	4.33	
	Number of raw scores converted to SAI, Percentile Rank and Stanine or Sten	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine or Sten	700	1150	5	4	4	4.33	

Guidance and Counseling Unit	Number of psychological tests results interpreted to examinee	Interpreted psychological test results to examinee	25	59	5	5	4	4.67	
	Number of student's seminars, fora, orientation, jobs fair/job seeking, conference, program, session conducted/ coordinated	Conducted/Coordinated students' seminar, fora, orientation, jobs fair/job seeking, conference	1	2	5	4	4	4.33	
	Number of program/ institutional accreditation related process supported	Supported program/institutional accreditation process	1	1	4	4	4	4.00	
	Number of action research conducted and analyzed	Conducted and analyzed action research	1	1	4	5	5	4.67	SOS-5 Year Trend
	Percentage of shifting of courses approved within 1 hour	Approved students applying for shifting courses	90%	98%	5	4	4	4.33	
Total Over-all Rating								49.67	


Average Rating (Total Over-all rating divided by 11)	4.52
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.52
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:
Must complete his MA in Guidance and Counseling


Evaluated and Rated By


MANOLO B. LORETO, Jr.
Unit Head

Recomending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Approved by:


BEATRIZ S. BELONIAS
Vice-President for Instruction



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

Name of Staff: Junito A. Panonce

Position: Guidance Counselor 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		53				

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		4.42				

Overall recommendation : _____



MANOLO B. LORETO, JR.

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUNITO A. PANONCE

Performance Rating: VERY SATISFACTORY

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:

- 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 testing program appropriate for the requirements of the degree program in CoN, CAS, CFES and CVM

Date: July, 2020

Target Date: December, 2020

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Apply accreditation for other companies that provides test material

Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program through support of appropriate testing program

Final Step/Recommendation:

- Published modules on the revised guidance program

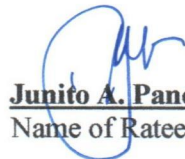
Prepared by:



Manolo B. Loreto

Unit Head

Conforme:



Junito A. Panonce

Name of Ratee Staff