



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHIZKA MAE S. MARTINEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30	1.5
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: 0

Prepared by:

CHIZKA MAE S. MARTINEZ
Name of Staff

Reviewed by:

RYSAN C. GUINOCOR
Department/Office Head

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, CHIZKA MAE S. MARTINEZ, staff of Office of the Data Protection Officer 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 31, 2022-Dec. 31, 2021


CHIZKA MAE S. MARTINEZ
Ratee

Approved:


ATTY. RYSAN C. GUINOCOR
Head, Data Protection Officer

MFOs/PAFs	Success Indicator	Tasks Assigned	Target July 31, 2022-Dec. 31, 2022	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
		T2: Monitors office request and facilitates reports preparations and submission one week before due dates	no complaint	no complaint		5	5	4	4.67	
	Number of documents prepared:									
	Number of documents acted upon on time & monitored	T3: Prepares and encoded letters/ notices/ memoranda	1	1		5	5	5	5	
		T4: Prepares overtime requests for staffs	1	1		5	5	5	5	
		T5: Prepares DTR of the Chief Legal Officer	3	6		5	5	5	5	
P1 7. Number of office OPCR, IPCR, PPMP & PR prepared, reproduced and submitted	Approved OPCR, IPCR, PPMP & PR	T6: Prepared, encoded, reproduced and Submitted OPCR, IPCR, PPMP & PR	4	5		5	5	4	4.67	

On Communications	Communications given to other offices	T7: Drafted and Forwarded communication letters to other offices per instruction of the head of the Legal Office	10	11		5	5	5	5	
On other documents asked for Compliance	Submitted Documents to ODQA needing it compliant to ISO Standard	T8: Prepared the documents for submission to ODQA needing it compliant to ISO Standard	2	3		5	5	5	5	
	A2. Legal opinions/ comments preparation	T9: Facilitated issuance of legal opinions/ rulings/comments by the Legal Officer	5	5		5	5	5	5	
	A.3: Counseling/ consultancy services	T10: Assist the Head of Office in extending counseling and/or consultancy services to faculty , staff and students.	10	26		5	5	5	5	
	A4. Prosecution/ Resolution of cases	T11: Assists in the preparation of reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	1	1		5	5	5	5	
		T12: Scheduled committee meetings/investigations and sent notices/communications to concerne staff/persons involved in admin. Cases/reports.	3	4		5	5	5	5	
		T13: Facilitated violations of provisions of MOA/contacts for Legal officer's action	2	3		5	5	5	5	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A.6 Review/ Notarization of legal documents	T14: Percentage of prepared the annexes of the appeals/ memorandum within the time frame whenever applicable	100%	100%		5	5	5	5	

		T15: Prepared/ encoded affidavits, contracts , agreements , Certificate of No Pending Case and other legal documents and facilitated its notarization by the Legal Officer.	250	467		5	5	4	4.67	
		T16: Facilitated legal documents (SALN, CSC Form re: no pending case, etc)	150	351		5	5	4	4.67	
		T17: Facilitated the review / correction/ release of MOA's and other legal documents by the Legal Officer.	60	86		5	5	5	5	

Legal Office MFO 3: Legal information/dissemination services

PI 3: Conduct of trainings/lectures/orientation seminars	A7. Lectures/seminars conducted/facilitated	T18: Coordinated with ODAHRD and VSU External Campuses for scheduling of lectures/seminars to be conducted by the Legal Officer.	2	6		5	5	5	5	
		T19: Drafted Powerpoint Presentation for lectures/seminars to be conducted by the Legal Officer	2	3		5	5	5	5	

Legal Office MFO 4: Land management & monitoring services

PI 4: Settlement of land problems	A8. Invites squatters/ complainant for verification/settlement	T20: Scheduled meetings and send notices to concerned squatters.	2	3		5	5	5	5	
		T21: Maintains files of documents/supporting papers for application for special patent.	1	1		5	5	5	5	

Legal Office MFO 5: Implementation of Anti-Red Tape Law

	A9. Citizen's Charter Updating	T22: No. of Citizen's Charter updated/revisited	5	6		5	5	5	5	
Total Over-all Rating						110	110	106	106.6	
Average Rating :						5	5	4.82	4.94	

Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated and Rated by:

:

Approved by:


RYSAN C. GUINOCOR
 Head, Legal Office


EDGARDO E. TULIN
 President

Date: _____

Date: _____

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

Comments & Recommendations for Development Purposes:

Attend trainings



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2021

Name of Staff: CHIZKA MAE S. MARTINEZ

Position: Clerk - Adm. Aide III
Casual


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						

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						

Overall recommendation : Attend CSC Frontline Seminar


RYSAN C. GUINOCOR
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHIZKA MAE S. MARTINEZ
Performance Rating: January 1 to December 31, 2021

Aim: Further enhance Data Protection Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2021 Target Date: December 31, 2021

First Step:

Send to various Data Protection related trainings and updates on Data Protection policies

Result:

Enhance Data Protection competences

Date: January 1, 2021 Target Date: December 31, 2021

Next Step:

Send to attend related trainings

Outcome:

Final Step/Recommendation:

Enroll on masteral degree in management

Prepared by:


RYSAN C. GUINOCOR
Immediate Supervisor

Conforme:


CHIZKA MAE S. MARTINEZ
Name of Ratee Faculty/Staff