



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

**Annex P**

Name of Administrative Staff: **KENT JAN A. BELDIA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>

TOTAL NUMERICAL RATING: **4.68**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.68**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**KENT JAN A. BELDIA**

Name of Staff

Reviewed by:

**CHRISTINA A. GABRILLO**

Department/Office Head

Approved:

**ALELI A. VILLOCINO**

Vice President for SAS

**DEAN OF STUDENTS OFFICE**

Visayas State University, USSO, Baybay City, Leyte

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Website: www.vsu.edu.ph

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## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **KENT JAN A. BELDIA**, of the **Dean or Students Office** 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, 2024**.

KENT JAN A. BELDIA, RGC  
Ratee

Approved:

**CHRISTINA A. GABRILLO, Ph.D.**  
Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 5)		4.66
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for  
Development Purpose:

Keep up the  
good work.

Evaluated & Rated by:



CHRISTINA A. GABRILLO, PhD  
Department/Unit Head

Date: \_\_\_\_\_

Recommending Approval:



CHRISTINA A. GABRILLO, PhD  
Dean of Students

Date: \_\_\_\_\_

Approved by:



ALELI A. VILLOCINO, Ph.D.  
Vice Pres. for Student Affairs & Services

Date: MAR 04 2025

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
x	4th	

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo

Number of Personnel: 8

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  July 8, 2024 July 11, 2024 July 29, 2024 Aug. 5, 2024 Aug. 12, 2024 Aug. 19, 2024 Sept. 2, 2024 Sept. 17, 2024 Sept. 30, 2024 Oct. 7, 2024 Oct. 14, 2024 Nov. 8, 2024 Nov. 25, 2024 Dec. 11, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
<b>Coaching</b>	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:



**CHRISTINA A. GABRILLO**  
Dean of Students

Noted by:



**ALELI A. VILLOCINO**  
Vice-President, Student Affairs and Services

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **KENT JAN A. BELDIA**

Performance Rating: **OUTSTANDING**

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: July 2024

Target Date: December 2024

**First Step:**

- Re-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 guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2024

Target Date: December, 2024

**Next Step:**

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students.
- Implement initially revised program during the Student Services Days.

**Outcomes:**

- Effective implementation of the outcomes-based guidance and counseling program


**Final Step/Recommendation:**

- Published modules on the revised guidance program

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Unit Head

Conforme:

  
**KENT JAN A. BELDIA**  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December 2024

Name of Staff: Kent Jan A. Beldia

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

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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				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**CHRISTINA A. GABRILLO**  
 Printed Name and Signature  
 Head of Office