



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

CHRISTIE CYRENE T. TAUY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING:

4.72

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING

4.72


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


Christie Cyrene T. Tauy
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, CHRISTIE CYRENE T. TAUY, 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.


CHRISTIE CYRENE T. TAUY
 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	
Recruitment & Admission Services	Number of graduating highschool students evaluated for VCAT	Evaluates documents for VCAT applicants	300	490	5	4	5	4.67	
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	90%	95%	4	5	5	4.67	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	95%	4	5	5	4.67	
	Percentage of new students given orientation/intake interview	Conducts orientation/intake interview of new students	0	0%				0.00	
Student Welfare Unit: Guidance and Counseling Services	Number of group growth guidance seminars/sessions/activities conducted/initiated	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	2	2	4	5	5	4.67	
	Number of times information are disseminated	Disseminates information/inquiries; Updates bulletin boards/fliers	30	37	5	5	5	5.00	
	Number of other guidance related activities initiated	Conducts/Facilitates guidance -related activities	2	5	5	4	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Development Unit: Student Affairs/ Organizations Services	Number of orientations/seminars/fora/ team buildings coordinated/given to student leaders	Conducts/Coordinates orientations/seminars/fora/ team buildings given to student leaders	3	3	4	5	5	4.67	
	Number of leadership seminar organized/coordinated by USSO/SSCs	Organizes/coordinates leadership seminars for student leaders	1	2	5	5	5	5.00	
	Number of student leaders evaluated, endorsed for attendance to seminars, trainings, conventions and conferences outside VSU	Evaluates/Endorses student leaders for attendance to seminars, trainings, conventions and conferences	10	31	5	5	5	5.00	
	Number of evaluations/screenings/recognitions done	Evaluates/screens and interviews applicants for individual and organizational awards	25	32	5	4	4	4.33	
	Number of coordinations/monitorings done	Coordinates awards and recognition for deserving students and organizations	1	conducted on October 31, 2020 (virtual)				0.00	
		Coordinates/monitors and recommends for approval student organization activities	150	184	5	4	5	4.67	
		Coordinates/endorses off campus activities	5	6	5	4	5	4.67	
Administrative and Support Services	Number of issuance of requested certificates/excuse letters/good moral and	Conducts regular meeting/mentoring/consultations/conferences with organization leaders	25	37	5	5	4	4.67	
	Number of program/institutional accreditation related process supported	Issues certificates for students/faculty/staff	15	27	5	5	5	5.00	

[illegible]

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Average Rating (Total Over-all rating divided by 24)		4.63							Comments & Recommendations for Development Purpose: Must pursue graduate studies on Guidance and Counseling or in Psychology
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING		4.63							
		Outstanding							

Evaluated and Rated By

Recommending Approval:

Approved by:

MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 21, 2020

MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 21, 2020

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: 12/21/20



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2020

Name of Staff: Christie Cyrene T. Tauy

Position: Guidance Counselor I

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		59				

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		4.92				

Overall recommendation : _____



MANOLO B. LORETO, JR.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHRISTIE CYRENE T. TAUY

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: 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 CAFS

Date: July, 2020 Target Date: December, 2020

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Participate in training for certification as student affairs and services specialist offered by the UST


Outcomes:

- Certified as Student Affairs and Services Specialist
- Improve programs for student welfare and development
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Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Christie Cyrene T. Tauy
Name of Ratee Staff