



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	4.12	70%	2.88
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.28

TOTAL NUMERICAL RATING: **4.28**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.28**

FINAL NUMERICAL RATING **4.28**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Junito A. Panonce
Name of Staff

Reviewed by:

Manolo B. Loreto, Jr.
Department/Office Head

Approved:

Aleli A. Villocino
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Junito A. Panonce, Rpm**, 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 of **July** to **December, 2021**.

JUNITO A. PANONCE, Rpm
Ratee

Approved: **MANOLO B. LORETO, JR**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Percentage of clients served that rated the services rendered at least very satisfactory or higher	Planned and implemented Institutional Student Programs and Services	95%	95%	3	4	4	3.67	
Institutional Student Programs and Services	Percentage of scholarship and grants applicants and qualifiers awarded before mid-term examination	Assess and awarded the scholarship and grants applicants	100%	50%	2	3	3	2.67	207 US; 597 CS; 215 Acad A; 1 IP
	Number of council/board/committee assignments served/functions performed	Served/Performed functions of committee assignments	2	3	4	5	5	4.67	
	Number of administrative services and financial/administrative documents acted within time frame	Acted administrative services and financial/administrative documents within time frame	100%	90%	2	5	4	3.67	
	Number of quality procedures revised/updated and registered at QAC	Revised/updated and registered at QAC quality procedures	1	3	4	5	5	4.67	

	Percentage of reports submitted on time to partner agencies and other regulatory bodies	Submitted reports on time to partner agencies and other regulatory bodies	100%	90%	2	5	4	3.67	
	Number of new systems/innovations/proposals introduced and implemented	Introduced and implemented new systems/innovations/proposals	1	2	5	4	4	4.33	Endorsement of Opening of LBP Account in different branches and Online Scholarship
	Percentage implementation of processes in accordance with existing approved quality procedures	Implement processes in accordance with existing approved quality procedures	2	2	4	5	5	4.67	
	Number of students availing VSU dormitory facilities	Evaluate student applicants to avail of dormitory facilities	none	none					No Face to Face yet
	Percentage of private boarding house and dormitories accredited	Assess and evaluate private boarding houses and dormitories for accreditation	25% for each adjacent barangays	none	0	0	0	0	
	Number of dormitories/cottages rewired	Implement the rewiring of dormitories and cottages	2	none	0	0	0	0	The PPO have not done this
	Number of dormitories /cottages repaired	Repair dormitories and cottages	1	1	4	4	4	4.00	No materials available
Student Welfare Services	No. of raw scores converted to SAI, Per centile Rank and Stanine or Sten	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine or Sten	0						No face to face
	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	0						No face to face

Number of guidance activities conducted and supported	Supported the conduct of guidance activities	4	12	5	5	5	5.0	6 Serbisyo Estudyante, 2 JDBGF assisted seminar, Webinar
Number of student surveys conducted related to mental health of students and intervention action implemented	Conducted student surveys related to mental health of students and intervention action implemented	0	none	0	0	0	0.0	Was not able to conduct
Number of research on student affairs and services conducted	Conducted research on student affairs and services	1	1	3	4	4	3.67	Ongoing SOS
Total Over-all Rating							44.69	

Average Rating (Total Over-all rating divided by 4)		3.72
Additional Points:		
Approved Additional points (with copy of approval) (Head, ISSPS & SSAGS)		0.4
FINAL RATING		4.12
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Must consider in completing his MA in Guidance

Evaluated & Rated by:

Manolo B. Loreto, Jr.

MANOLO B. LORETO, JR.

Dept/Unit Head

Date: 03/24/2022

Recommending Approval:

Manolo B. Loreto, Jr.

MANOLO B. LORETO, JR.

Dean, ODS

Date: 03/24/2022

Approved by:

Aleli A. Villocino

ALELI A. VILLOCINO

Vice Pres. for Student Affairs & Services

Date: 03/24/2022

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2021

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		56				
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		4.67				

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: July, 2021

Target Date: December, 2021

First Step:

- Orientation on the flexible delivery of student services.
- Participation in seminars and workshops on Flexible Delivery of Student Affairs and Services

Results:

- Mastery in the Flexible Delivery of Student Affairs and Services
- Revised testing program appropriate for the requirements of the degree program

Date: January 2022

Target Date: June, 2022

Next Step:

- Continue attending seminars-workshops on Flexible Delivery of Student Affairs and Services
- Participate in training for certification as student affairs and services


Outcomes:

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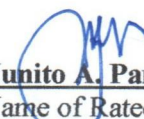
Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


Manolo B. Loreto
Unit Head

Conforme:


Junito A. Panonce
Name of Ratee Staff