



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Renato A. Maala**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.799

TOTAL NUMERICAL RATING: 4.799

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.799

ADJECTIVAL RATING: Outstanding

Prepared by:

RENATO A. MAALA
Name of Staff

Reviewed by:

MA. EPIFANIA G. TUdTUD
Department/Office Head

Recommending Approval:

Approved:

Dean/Director

DR. BEATRIZ S. BELONIAS
Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Renato A. Maala, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019:


RENATO A. MAALA
Ratee

Approved:


MA. EPIFANIA G. TUDTUD
Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Student record evaluation	No. of students permanent records updated	1. Updates students permanent record of assigned courses	1,000	1,215	5.0	5.0	5.0	5.00	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	100	126	4	5.0	5.0	4.66	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	50	50	4	5.0	5.0	4.66	
	No. of list prepared and consolidated	4. Prepare list of candidates for graduation and furnish copies to the dept., / college deans	4	6	5	5.0	5.0	5.00	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicants for graduation	50	50	4	5.0	5.0	4.66	
	No. of clearances of graduating students processed	6. Processing clearances of graduating students	50	50	4	5.0	5.0	4.66	
	No. of transcript of records prepared	7. Preparation of transcript of records	400	1,723	5	5.0	5.0	5.00	
	No. of transfer credential prepared	8. Preparation of transfer credential	65	91	5	5.0	5.0	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Student record evaluation	No. of certification prepared	9. Preparation of certification	100	133	5	5.0	5.0	5.00	
	No. of CAV prepared	10. Prepares CAV of VSU graduates	25	59	5	5.0	5.0	5.00	
	No. of checklist prepared and issued	11. Prepares and issues checklist with grades to students	40	42	4	5.0	5.0	4.66	
	No. of enrolment forms validated	12. Checking and validation of enrolment forms	1,400	1,435	4	5.0	5.0	4.66	
	No. of permanent records prepared	13. Prepares permanent records of new students	300	495	5	5.0	5.0	5.00	
	No. of enrolment forms filed in the permanent records	14. Files in the permanent records the enrolment forms	300	495	5	5.0	5.0	5.00	
	No. of applications for adding, changing & dropping of subjects processed	15. Process applications for adding, changing & dropping of subjects	50	54	4	5.0	5.0	4.66	
	No. of application recorded & filed	16. Record and file the approved applications for dropping/ changing /adding/ withdrawal of subjects	50	54	4	5.0	5.0	4.66	
	No. of requests / follow-up of Form 137-A, TOR and other related credentials	17. Requests / follow-up of Form 137-A, TOR and other related credentials	300	305	4	5.0	5.0	4.66	
	No. of student records evaluated	18. Student record evaluation	300	580	5	5.0	5.0	5.00	
	No. of applications for change of name/ data/ entry in the student record processed	19. Process applications for change of name/ data/ entry in the student record	3	3	4	5.0	5.0	4.66	

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Student record evaluation	No. of applications for clearance of faculty processed	20. Processing of applications for clearance of faculty	55	75	5	5.0	5.0	5.00	
	No. of contact hours & max. credit hours of part-time instructors and requested subjects being computed	21. Compute contact hours & maximum credit hours of part-time instructors and the requested subjects & submit report to ODAHRD & PRPEO.	50	65	5	5.0	5.0	5.00	
	No. of hours spent in the preparation of enrolment venue	22. Assists in the preparation of enrolment venue	1.5	1.5	4	5.0	5.0	4.66	
	No. of credentials checked and enrolment forms issued	23. Assists in checking credentials and issue enrolment forms to new freshmen	150	150	4	5.0	5.0	4.66	
					4.478	5.000	5.000	4.82	
Average Rating (Total Over-all rating divided by 4)					4.82				
Additional Points:					<div>Comments & Recommendations for Development Purpose: <i>To attend seminars/training leadership or supervisory</i></div>				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING					4.82				
ADJECTIVAL RATING					Outstanding				

Comments & Recommendations for Development Purpose:
To attend seminars/ workshops on leadership or supervisory


Evaluated and Rated by:

Recommending Approval:

Approved by:


MA. EPIFANIA G. TUdTUD
 Dept./Unit Head

Dean / Director


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2019

Name of Staff: RENATO A. MAALA Position: Registrar II

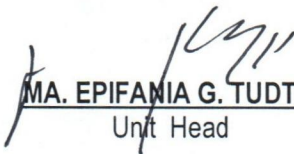
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his/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		57				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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 : _____


MA. EPIFANIA G. TUdTUD
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RENATO A. MAALA

Performance Rating: Outstanding

Aim: To maximize productivity potential of Registrar's Office

Proposed Interventions to Improve Performance:

Date: August 10, 2019

Target Date: December 15, 2019

First Step:

Gather all the staff for staff meeting to have a collective assessment on how far have they gone in terms of their respective individual target during the First Semester, 2019-2020 until the enrollment for Second Semester, 2019-2020. Informing the whole staff that On -Line Enrolment will be strictly enforce during Second Semester, 2019- 2020.

Result:

Evaluation of student records in BEEd, BSEd, BSDE, BSN BPED, BCAEd and BECED has been completed few weeks before enrolment. With the continuous implementation of the Cumulus One, it has somehow make some improvement in our computerization program.

Date: October 13, 2019

Target Date: December 15, 2019

Next Step:

Individual consultation of staff in my office in order to come up with a positive assessment on the duties and responsibilities that are assigned to him. If ever there are things to be improved he will be aware so that he will be able to make the necessary action.

Outcome: Evaluation and updating of student records and preparation of enrollment are done right on time. All students who requested for evaluation and verification of records were entertained so that during enrolment period they can have their registration smoothly.

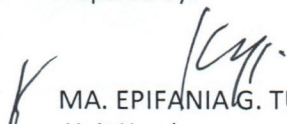
Final Step / Recommendation:

If we have to follow the standard number of student that an evaluator have to handle which is 1 evaluator for every 500 students, the actual number of students that Mr. Maala is handling is more than 1,000 students which is double to what is required. During the manpower review/consultation I strongly suggested that the position left by Mr. Olleras who retired from the government service should be replaced as soon as possible so that the pressure of the evaluators will be lessen. It is also recommended that Mr. Maala will attend seminars on leadership and supervisory trainings.

Conforme:


RENATO A. MAALA

Prepared by:


MA. EPIFANIA G. TUDTUD
Unit Head