



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MANUEL C. BARTOLINI**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.628	70%	3.240
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.449
TOTAL NUMERICAL RATING			4.689

TOTAL NUMERICAL RATING: 4.689

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.689

FINAL NUMERICAL RATING 4.689

ADJECTIVAL RATING: OUTSTANDING

Prepared by: MCB
MANUEL C. BARTOLINI
Name of Staff

Reviewed by: [Signature]
MA. EPIFANIA G. TUdTUD
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:

[Signature]
BEATRIZ S. BELONIAS
VP for Instruction

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, Manuel C. Bartolini, 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:

MCB

MANUEL C. BARTOLINI
Ratee

Approved: *[Signature]*

MA. EPIFANIA G. TUUDUD
University Registrar



MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual complishm	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	500	876	5	5	5	5.00	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for verifications of records/ grades/ deficiencies	85	95	5	5	4	4.66	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	20	32	5	5	5	5.00	
	No. of list prepared and consolidated	4. Prepare list and consolidate candidates for graduation and furnish copies to the dept., college deans and OUS.	4	8	5	5	5	5.00	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	20	32	5	5	5	5.00	
	No. of clearances of graduating students processed	6. Processing clearances of graduating students	20	37	5	4	4	4.33	
	No. of transcript of records prepared and issued	7. Preparation of transcript of records	350	612	5	5	5	5.00	
	No. of transfer credential prepared (TC & OTOR)	8. Preparation of transfer credential (TC & OTOR)	40	140	5	5	5	5.00	

Control No. 091

	No. of TOR complied	9. Complies school requests of TOR of students transferred to other school for employment, Board/Licensure Examination	50	372	5	5	4	4.66	
	No. of certification prepared	10. Preparation of certification	25	35	5	5	5	5.00	
	No. of CAV prepared	11. Prepares CAV of VSU graduates	5	10	5	4	4	4.66	
	No. of checklist prepared and issued	12. Prepares and issues checklist with grades to students	15	25	5	4	4	4.33	
	No. of enrolment forms validated	13. Checking and validation of enrolment forms	950	1,077	5	5	5	5.00	
	No. of permanent records prepared	14. Prepares permanent records of new students	150	510	5	5	5	5.00	
	No. of enrolment forms filed in the permanent records	15. Files in the permanent records the enrolment forms	150	876	5	5	4	4.66	
	No. of applications for adding, changing & dropping of subjects processed	16. Process applications for adding, changing & dropping of subjects	30	50	5	5	4	4.66	
	No. of application recorded & filed	17. Record and file the approved applications for dropping/changing adding/ withdrawal of subjects	30	50	5	5	4	4.66	
	No. of requests / follow-up of Form 137-A, TOR and other related credentials	18. Requests / follow-up of Form 137-A, TOR and other related credentials	250	510	5	5	4	4.66	
	No. of student records evaluated	19. Student record evaluation	250	876	5	5	4	4.66	

No. of permanent records of graduating and other students re-evaluated	20. Re-evaluate permanent records of graduating and other attending students	250	876	5	5	4	4.66	
No. of identification card processed	21. Take pictures and process identification card of faculty, staff and students	250	3,784	5	5	5	5.00	
No. of hours spent in the preparation of enrolment venue	22. Assists in the preparation of enrolment venue	2	5	5	5	5	5.00	
No. of credentials checked and enrolment forms issued	24. Assists in checking credentials and issue enrolment forms to new freshmen	95	544	5	5	5	5.00	
No. of Registrar's seminars attend on top that are related to the nature of thier duties & responsibilities	25. Attend seminars on that are related to the nature of their duties & responsibilities	2	6	5	5	5	5.00	
No. of applications for change of name/ data/entry in the sudent record process	26. Process applications for change pf name/data/entry in the student record	1	3	5	5	5	5.00	
				4.808	4.692	4.385	4.628	

Average Rating (Total Over-all Rating divided by 4)	
Additional Points:	
Punctually	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations
for Development Purpose:

*Encourage to take the Civil Service Exam.
Should be given a chance to attend Seminar on Records management.*

Evaluated & Rated by:


MA. EREFANIA G. TUDTUD
Dept/Unit Head


Date _____
1 - Quality 2 - Efficiency

Recommending Approval:

Dean/Director

Date _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date _____

3 - Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **MANUEL C. BARTOLINI** Position: **ADMINISTRATIVE AIDE 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

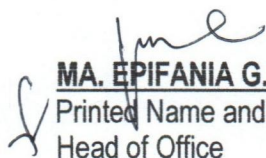
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Total Score					58
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	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					58
Average Score					4.83

Overall recommendation : _____


MA. EPIFANIA G. TUdTUD
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MANUEL C. BARTOLINI

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 BSAE, BSCE, BSGE, BSME, BSS and BSFT 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. Bartolini is handling is more than 1,000 students which is double to what is required. During the manpower review/consultation I strongly suggested that additional manpower should be added to the Registrar's Office so that the pressure of the evaluators will be lessen.

Conforme:


MANUEL C. BARTOLINI

Prepared by:


MA. ERIFANIA G. TUdTUD
Unit Head