



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	4.91	70%	3.437
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.425
TOTAL NUMERICAL RATING			4.862

TOTAL NUMERICAL RATING: **4.862**

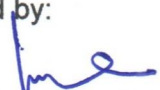
Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: **4.862**

FINAL NUMERICAL RATING **4.862**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


RENATO A. MAALA
Name of Staff


Reviewed by:


MARWEN A. CASTAÑEDA
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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 January 1, 2022 to June 30, 2022:


RENATO A. MAALA
 Ratee

Approved: 
MARWEN A. CASTANEDA
 Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ₁	E ₂	T ₃	A ₄	
Registration and Graduation Services	Percentage of students officially enrolled and registered	1. Checks and validate certificate of registration of assigned courses	90%	50% (1,650)	4.0	5.0	5.0	4.66	
		2. Prepares requests of permanent records (F-137-A , TOR) of students from last school attended	90%	50% (402)	4.0	5.0	5.0	4.66	
		3. Updates and evaluates student records of assigned courses.	90%	50% (1,650)	5.0	5.0	5.0	5.00	
		4. Prepares checklists with grades of continuing students and determine if regular and irregular and distribute to respective department.	90%	50% (423)	4.0	5.0	5.0	4.66	
		5. Prepares checklists with grades of continuing students and determine if regular and irregular and distribute to respective department.	90%	50% (423)	4.0	5.0	5.0	4.66	
	Percentage of academic scholarship and curricular changes facilitated and enforced	1. Evaluates status of students who applied for DOST scholarship of the assigned courses.	90%	50% (15)	4.0	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	
		2. Issues certificates of enrolment and/or certificates of grades to students who applied for scholarship.	90%	50% (55)	5.0	5.0	5.0	5.00	
		3. Facilitates queries of students requesting their documents required for scholarship application.	90%	50% (73)	5.0	5.0	5.0	5.00	
	Percentage of diploma, TOR and cert. prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Re-evaluates and prepares list of candidates for graduation	90%	50% (393)	5.0	5.0	5.0	5.00	
		2. Monitors student deficiencies and notifies respective departments	90%	50% (115 students w/ deficiencies monitored and notify IHK, DTE and CON	5.0	5.0	5.0	5.00	
		3. Prepares and releases transcript of records and certifications	90%	50% (52)	5.0	5.0	5.0	5.00	
		4. Checks entries in the diploma before the signature of the University Secretary and the President.	90%	50% (26)	5.0	5.0	5.0	5.00	
		5. Checks entries in the transcript of records as assigned.	90%	50% (310)	5.0	5.0	5.0	5.00	
		6. Releases diploma of the assigned courses.	90%	50% (27)	5.0	5.0	5.0	5.00	
Evaluation and Authentication Services	Percentage of scholastic records, credits checked, evaluated, verified, signed and released	1. Prepares certification of authentication and verification of students and alumni	90%	50% (40)	5.0	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	
		2. Complies verification request of students and alumni as requested by some employment agencies	90%	50% (15)	4.0	5.0	5.0	4.66	
		3. Facilitates and authenticate TOR, diploma and certifications of students as requested.	90%	50% (135)	5.0	5.0	5.0	5.00	
	Percentage of prospective honor graduates identified, ranked and results reported	1. Determine and re- compute GPA and prepare list of candidates for latin honors of assigned courses.	90%	50% (207)	5.0	5.0	5.0	5.00	
		2. Consolidate all prospective candidates for latin honors and prepare final list	90%	50% (517)	5.0	5.0	5.0	5.00	
Student Records Management Services	Percentage of student records updated, sorted, prepared, checked, filed systematically stored and secured in designated shelves in the Records Room	1. Files certificate of registration and report of grades of assigned courses	90%	50% (1,650)	5.0	5.0	5.0	5.00	
		2. Files application for graduation, transmittal, approval sheet, clearance and other documents submitted by the graduaring students	90%	50% (81)	5.0	5.0	5.0	5.00	
Administrative and Facilitative Services	Number of documents acted upon	1. Compute contact hours and maximum credit hours of part-time instructors and the requested subjects and submit report to ODHRD and PRPEO.	78	80	4.0	5.0	5.0	4.66	
		2. Prepares and issues transcript of records (second issuance and other walk-in request)	175	206	5.0	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		
		3. Prepares and issues certifications	66	131	5.0	5.0	5.0	5.00		
		4. Prepares & issues transfer credentials	45	79	5.0	5.0	5.0	5.00		
		5. Complies school to school request for official transcript of records, plan of course work of graduate students, application for re-admission, clearance of faculty and staff	42	68	5.0	5.0	5.0	5.00		
	Percentage of queries serve on time	1. Facilitates queries through IP messages, emails and phone calls	90%	50%	5.0	5.0	5.0	5.00		
Total Over-all Rating					4.74	5.0	5.0	4.91		
				Comments & Recommendations for Development Purpose:						
Average Rating (Total Over-all rating divided by 4)			4.91							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)			To attend work related trainings / seminars							
FINAL RATING										4.91
ADJECTIVAL RATING										

Evaluated and Rated by:


MARWEN A. CASTAÑEDA
Unit Head

Date: 7/14/2022

Recommending Approval: Approved by:


BEATRIZ S. BELONIAS
Dean / Director Vice President for Academic
Affairs
Date: _____ Date: 7/18/2022

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Office of the University Registrar


Head of Office: MARWEN A. CASTAÑEDA

Name of Personnel: MAALA, RENATO A.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re: evaluation, crediting and assistant registrar tasks	February 14, 2022 April 27, 2022 May 31, 2022 June 21, 2022	✓		
Coaching Follow-up office work output as a group	Regular consultations and discussions on OUR services	February 14, 2022	✓	Responsible Team #1	

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

Conducted by:


MARWEN A. CASTAÑEDA
 Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor

"Exhibit G"



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2022**

Name of Staff: **RENATO A. MAALA**

Position: **REGISTRAR 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										
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						57				
Average Score						4.75				

Overall recommendation : _____


MARWEN A. CASTANEDA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAALA, Renato A.
Performance Rating: January to June 2022

Aim: Mr. Maala will be equipped more in working closely with the Registrar regarding office administration and also for him to gain more confidence in managing the Registrar's Office in the absence of the University Registrar for office efficiency.

Proposed Interventions to Improve Performance:

Date: February 2022 Target Date: June 2022

First Step: Mr. Maala will attend webinars related to office administration, personnel management and current trends on records' management.

Result: Mr. Maala was able to attend the suggested webinar related to record's management and Office's administration.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Mr. Maala be allowed to attend trainings/seminars as suggested.

Prepared by:


MARWEN A. CASTANEDA
Unit Head

Conforme:


RENATO A. MAALA
Name of Staff