



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ARNULFO T. GALENZOGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.769	70%	3.338
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.763</b>

TOTAL NUMERICAL RATING: **4.763**

Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.763**

FINAL NUMERICAL RATING **4.763**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**ARNULFO T. GALENZOGA**  
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 & REVIEW FORM (IPCR)

I, ARNULFO T. GALENZOGA, of the Registrar's Office commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June 2022


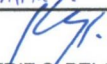
ARNULFO T. GALENZOGA  
Ratee

Approved:

  
**MARWEN A. CASTANEDA**  
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 1. Registration and Graduation Services	1	PI 1: Percentage of students officially enrolled and registered	Prepares Schedule of Classes (Undergraduate courses)	35%	100% (3,122)	4	4	5	4.33	
			> Collates regular course offerings of different curricular programs							
			> Projects number of sections by subject & by department							
			> Encodes new subjects, descriptive title, etc. to Foxbase (Class scheduling system)							
			> Encodes new subjects, descriptive title, etc. to Cumulus (Enrollment system)							
			> Plotting of schedule by Course, year level, major & section using Foxbase (class scheduling system)							
			> Prepares the tentative class schedule by department and block in MS Word format							
			> Presents the tentative class schedule to departments concerned for correction, if any.							
			> Updates the returned class schedule with correction & finalized							
			> Prepares final block and departmental schedule in MS Word format for posting in VSU Website and distribution to departments concerned							
			> Encodes class schedules, class size, etc. to Cumulus							
			> Checks & reviews the encoded schedules by block and by dept.							
	2		Monitors class size by section during registration	35%	100% (3,107)	4	4	5	4.33	
	3		Prepares and disseminates statistical reports of enrollment daily for information to all concerned	35%	100% (105)	4	4	5	4.33	
	4		Prepares the enrolment list of students in PDF & MS Excel format	35%	100% (7,925)	4	5	5	4.67	
	5		Encodes application for shifting of curriculum, requested subjects & change of academic adviser	35%	100% (20)	4	5	5	4.67	
	6	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Updates scholars GPA and total units enrolled by term as provided by ODS	35%	100% (2,924)	4	4	5	4.33	



MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	7	PI 4: Number of times graduation/commencement related activities are acted upon	Prepares the list of candidates for graduation for rehearsal and commencement program	35%	50% (1,719) tentative	4	4	5	4.33	
	8		Prepares the list students with Latin Honors for submission to CSC for automatic eligibility	35%	50% (512) tentative	5	4	5	4.67	
	8		Prepares the list graduate to PRC	35%	50% (1,719) tentative	5	4	5	4.67	
MFO 2. Evaluation and Authenticatio		PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Prepares list of student with scholastic delinquency							
			> Extracts data from SRMS for conversion to FoxBase							
			> Processed the data and generates the list with scholastic deficiencies to course evaluators for checking/guide/reference							
MFO 4. Administrative and Facilitative Services		PI 3: Number of documents acted upon	CHED On Line submission of reports using the CHECKS program							
	9		CHED requested Reports	35%	50% (10)	4	4	5	4.33	
	10		DBM Requested Reports:	35%	50% (10)	4	4	5	4.33	
	11		Prepares & accomplish report of foreign students to requesting agencies (CHED,BI,NBI,NICA)	4	4	4	4	5	4.33	
	12		Prepares & furnishes statistical data as requested by concerned departments & other agencies	20	26	4	4	5	4.33	
	13		Assists students conducting research required in their classes/degree.	3	6	4	4	5	4.33	
						58	58	70	62	
		Total Over-all Rating				4.462	4.462	5.385	4.769	
	Average Rating (Total Over-all rating divided by 4)			4.769	Comments & Recommendations for Development Purpose: <i>be allowed and be given a chance to attend seminars on topics related to the nature of his duties and responsibilities.</i>					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.769							
ADJECTIVAL RATING			0							
Evaluate and Rated by:			Recommending Approval:	Recommending Approval:						
 MARWEN A. CASTAÑEDA			NA	 BEATRIZ S. BELONIAS						
University Registrar			Dean/Director	Vice President for Academic Affairs						
Date: 7/14/2022			Date:	Date: 7/18/2022						

1 – Quality    2 – Efficiency

3 – Timeliness

4 – Average

# 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: GALENZOGA, ARNULFO T.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Check daily office activities and monitor performance output	Regular day-to-day haggle re: data reports and class scheduling	February 14, 2022 April 27, 2022 May 31, 2022 June 21, 2022	✓		
<b>Coaching</b>  Follow-up office work output as a group	Regular guidance and checking of output	June 21, 2022	✓	Responsible Team #4	

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

Conducted by:

Noted by:

  
**MARWEN A. CASTAÑEDA**  
 Immediate Supervisor

  
**BEATRIZ S. BELONIAS**  
 Next Higher Supervisor

"Exhibit G"





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2022**

Name of Staff: **ARNULFO T. GALENZOGA**

Position: **ADMINISTRATIVE ASSISTANT 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 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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: GALENZOGA, Arnulfo T.  
Performance Rating: January to June 2022

Aim: Mr. Galenzoga will establish more linkage related to computer programs in class scheduling and generating data for reports analysis that will lead the office's improved class schedule plotting, and data reporting system.

Proposed Interventions to Improve Performance:

Date: February 2022 Target Date: June 2022

First Step: Mr. Galenzoga to propose an improved class scheduling system.

Result: Mr. Galenzoga made an initial proposal for the development of a new class scheduling system for approval.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Mr. Galenzoga to make a follow through with the said linkage/project..

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Unit Head

Conforme:

  
**ARNULFO T. GALENZOGA**  
Name of Staff