



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JANNET LESLIE EVELYN S. CODOG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.311
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.736 <i>LM</i>

TOTAL NUMERICAL RATING: **4.736**

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

TOTAL NUMERICAL RATING: **4.736**

FINAL NUMERICAL RATING **4.736**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

*J. Leslie Evelyn S. Codog*  
**JANNET LESLIE EVELYN S. CODOG**  
Name of Staff

Reviewed by:

*Marwen A. Castañeda*  
**MARWEN A. CASTAÑEDA**  
Department/Office Head

Recommending Approval:

**NA**  
Dean/Director

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANNET LESLIE EVELYN S. CODOG**, of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period February to June 2023

**JANNET LESLIE EVELYN S. CODOG**

Ratee

Approved:

**MARWEN A. CASTAÑEDA**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
<b>OUR MFO 1. Registration and Graduation Services</b>	PI 1: Percentatge of students officially enrolled and registered	Receieved and recorded of class rosters	90%	95% (58)	5	4	4	4.33	
		Received and recorded of gradesheets	90%	95% (2748)	5	4	4	4.33	
		Recorded approved LOA, readmission, shifting, request for overload, clearance and dropping of subjects.	90%	95% (485)	5	4	4	4.33	
		Received completion forms to student with INC grades	90%	95% (2179)	5	4	4	4.33	
		Received application for graduation to students	90%	95% (1557)	5	4	4	4.33	
		Received Mails (form 137, PSA)	90%	95% (68)	5	5	4	4.67	
		Print of CORs of Students							
<b>OUR MFO 2. Evaluation and Authentication Services</b>	PI 1: Percentatge of scholastic records/credit checked, evaluated, verified, signed and released	Validate student certificate of Registration							
		Authenticated TOR, diploma and certificate of students	90%	95% (5)	5	5	5	5.00	
<b>OUR MFO3. Student Records Management Services</b>	PI 2: Percentage of student information encoded and stored in data base	Encodes continuing students shifted to another curriculum							
	Information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retring and controlling controlled documents	90%	95%	5	5	5	5.00	
		Assigned of documents number and other coding controls for document coordination with the DRC	90%	95%	5	5	5	5.00	
		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	95%	5	5	5	5.00	
		Internal documents in the office are reviewed accordingly to the quality procedure	90%	95%	5	5	4	4.67	
<b>OUR MFO4. Administrative and Facilitative Services</b>		Kept and filed controlled copy of internal documents	90%	95%	5	5	5	5.00	



		Take down notes and prepare minutes of the Registrar's staff meeting	90%	90% (1)	5	5	4	4.67	
PI 3: Number of documents acted upon		Facilitated submission of documents to QAC through regular audits	90%	95%	5	5	4	4.67	
		Received registration forms of students	90%	95% (8775)	5	5	4	4.67	
		Received change of academic adviser	90%	95% (95)	5	5	4	4.67	
		Received approval sheet	90%	95% (84)	5	5	4	4.67	
		Typed communications/correspondence	90%	95%	5	5	4	4.67	
		Received and facilitated the signing of approval of documents	90%	95%	5	5	5	5.00	
	PI 5: Percentage of queries served on time	Attended to various inquiries/request from parents, students and other clients	90%	90%	5	5	5	5.00	
		Attended to clients transacting business	90%	90% (565)	5	5	5	5.00	
		attended meetings/ webinar	2	9	5	5	5	5.00	
<b>OUR MFO 5. Frontline Services</b>	PI 1: Efficient and customer-friendly frontline service	Client served with the day	0 not-acted upon validated	0 not-acted upon validated complaint					
<b>Total Over-all Rating</b>					5	4.77	4.41	4.73	
<b>Average Rating (Total Over-all rating divided by # Additional Points:</b>					<b>Comments &amp; Recommendations for Development Purpose:</b> The Registrar's Staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities				
<b>Punctuality</b>									
<b>Approved Additional points (with copy of approval)</b>									
<b>FINAL RATING</b>									
<b>ADJECTIVAL RATING</b>									

Evaluated and Rated by:

  
**MARWEN A. CASTAÑEDA**  
University Registrar

Date: 13 July 2023  
1 - quality  
2 - efficiency  
3 - timeliness  
4 - average

Recommending Approval:

N/A  
Dean/Director

Date: N/A

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

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



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the University Registrar

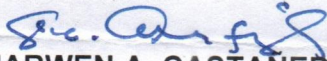
Head of Office: MARWEN A. CASTAÑEDA

Name of Personnel: CODOG, JANNET LESLIE EVELYN S.


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	January 5, 2023 January 17, 2023 February 9, 2023 February 20, 2023 March 9, 2023 March 27-28, 2023 May 11, 2023 June 21, 2023	✓		
<b>Coaching</b>  Follow-up office work output as a group	Regular guidance and checking of output	March 27-28, 2023	✓	Responsible Team #3	

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2023**

Name of Staff: **JANNET LESLIE EVELYN S. CODOG**

Position: **ADMINISTRATIVE AIDE IV**

**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		57				

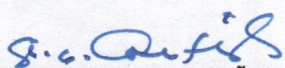
**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.75				

Overall recommendation : \_\_\_\_\_

  
**MARWEN A. CASTAÑEDA**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CODOG, Jannet Leslie Evelyn S.

Performance Rating: February 2023 to June 2023

Aim: Ms. Codog will establish an effective and efficient system in her new role as dDDRC and as the new Head of the Quality Management and Administrative Unit of the office, while strengthening teamwork and rapport among the staff.

Proposed Interventions to Improve Performance:

Date: March 2023 Target Date: June 2023

First Step: Ms. Codog to manifest observable best practices in her new assigned responsibilities; and attend sessions relevant to more holistic wellness necessary for team work and interpersonal cohesiveness.

Result: Ms. Codog showed a very positive work ethics and admirable disposition that contributed harmony and rapport among the office staff which are very beneficial in the attainment of improved office outputs.

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

Next Step:

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

Final Step/Recommendation:

Ms. Codog to continue attending sessions and seminars that benefits her professional growth.

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Office Head

Conforme:

  
**JANNET LESLIE EVELYN S. CODOG**  
Name of Staff