

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VILLAS, Norma O.**

| Particulars (1) | Numerical Rating (2) | Percent age Weight (3) | Equivalent Numerical Rating (2x3) |
|---------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------|--------------------------------------------|
| 1.Numerical Rating per IPCR | 4.690 | 70% | 3.283 |
| 2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments | 4.750 | 30% | 1.425 |
| TOTAL NUMERICAL RATING | | | 4.708 |

TOTAL NUMERICAL RATING: 4.708

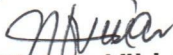
Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.708


FINAL NUMERICAL RATING 4.708

ADJECTIVAL RATING: Outstanding


Prepared by:


NORMA O. VILLAS
Name of Staff

Reviewed by:


MA. EPIFANIA G. TUdTUD
University Registrar

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Norma O. Villas, of the Registrar's Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019


NORMA O. VILLAS
Ratee

Approved: 
MA. EPIFANIA G. TUDTUD
Head of Unit

| MFO | Performance Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Receiving/Informati | No. of reports | Preparation of office reports | 20 | 35 | 5 | 5 | 4.3 | 4.66 | |
| | No. of comm./ correspondence | Types communications/ correspondence | 30 | 45 | 5 | 5 | 5 | 5.00 | |
| | A/ No. of TOR/ Form 137-A. birth certificates and request for TOR received and recorded | Recieves and records TOR/ FORM 137-A Birth Certificates and requests for TOR from school principals and students | 600 | 870 | 5 | 5 | 4 | 4.66 | |
| | No. of documents facilitated for signature & approval | Recieves and facilitates the signing and approval of documents | 7,500 | 11,100 | 5 | 5 | 5 | 5.00 | |
| | No. of communications and documents | Maintaining files of communications and documents | 400 | 600 | 5 | 5 | 4 | 4.66 | |
| | No. of inquiries / requests | Attending to various inquires/requests from parents, students and other clients | 1,000 | 2,300 | 5 | 5 | 5 | 5.00 | |
| | No. of requests, vouchers and communications | Follow-up requests, vouchers and communications | 150 | 200 | 5 | 5 | 4.5 | 4.83 | |
| | No. of diploma folders and other material | Preparattion of diploma folder and other materials for graduation | 300 | 500 | 5 | 5 | 4.5 | 4.83 | |
| | No. of communications, memo. | Routing of communications, memo to all Registrar's staff for information | 100 | 165 | 5 | 5 | 5 | 5.00 | |
| | No. of clients | Attends to clients transacting business through the phone | 800 | 1,150 | 5 | 5 | 5 | 5.00 | |
| | No. of meetings/ appointments | Jotting reminders to Registrar's meeting/appointments | 35 | 50 | 5 | 5 | 5 | 5.00 | |
| | No. of DTRs | Checks DTRs of Registrar's staff before submitting for signature | 100 | 155 | 5 | 5 | 5 | 5.00 | |
| | No. of pages of the minutes | Take down notes and prepare minutes of the Registrar's staff meetings | 2 | 3 | 5 | 5 | 4 | 4.66 | |
| | No. of pages | Sorting mimeographed copies of midterm and final exam schedule, blocked and dept'l schedule, official list, candidates for graduation and other office forms | 2,000 | 3,500 | 5 | 4 | 4 | 4.33 | |
| | No. of class rosters and gradesheets | Receiving and recording class rosters and gradesheets | 200 | 330 | 5 | 5 | 5 | 5.00 | |

| MFO | Performance Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|-----------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | No. of communications received and recorded | C.INFORMATION AND RECORDS MANAGEMENT C-1 Receiving and recording incoming and outgoing communications/documents | 5,000 | 7,200 | 5 | 5 | 5 | 5.00 | |
| | No. of trip tickets | D. PREPARATION OF STANDARD GOVERNMENT FORMS D1- Trip Tickets | 3 | 6 | 5 | 5 | 4 | 4.66 | |
| | No. of RIS | D2- RIS | 5 | 12 | 5 | 4 | 4 | 4.33 | |
| | No. of travel order | D3- Travel Order | 3 | 5 | 5 | 4 | 4 | 4.33 | |
| | No. of Itinerary | D4- Itinerary of Travel | 3 | 5 | 5 | 4 | 4 | 4.33 | |
| | No. of Certificate of travel | D5- Certificate of Travel Completed | 3 | 5 | 4 | 4 | 4 | 4.33 | |
| | No. of Cash Advance | D6- Cash Advance | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | No. of payroll | D9- Payroll | 10 | 20 | 5 | 5 | 4.5 | 4.83 | |
| | No. of request | D11- Request of Overtime | 4 | 6 | 5 | 5 | 5 | 5.00 | |
| | No. of PR | D13- PR | 25 | 40 | 5 | 4 | 4 | 4.33 | |
| | No. of PO | D14- PO | 2 | 2 | 5 | 4 | 4 | 4.33 | |
| | No. of OR / BUR | D16- OR/BUR | 40 | 79 | 5 | 4.5 | 4 | 4.50 | |
| | No. of DV | D17- DV | 25 | 40 | 5 | 4.5 | 4 | 4.50 | |
| | No. of Inspection report | D18- Inspection and Acceptance report | 15 | 25 | 5 | 4.5 | 4 | 4.50 | |
| | No. of Claims/ Reimbursements | D19- Claims/ Reimbursements | 6 | 11 | 5 | 4 | 4 | 4.33 | |
| | No. of APP | H. PREPARATION OF PLANS AND REPORTS H21- APP | 4 | 6 | 5 | 4 | 4 | 4.33 | |
| | No. of documents submitted/retrieved | K. OTHER SERVICES K1. Messengerial | 350 | 550 | 5 | 5 | 4 | 4.66 | |
| | No. of messages received and recorded | K5a. Telefax messages | | | | | | | |
| | No. of messages sent | K5b. Telefax | | | | | | | |
| | Total Over-all Rating | | | | 5 | 4.67 | 4.4 | 4.69 | |
| Average Rating (Total Over-all rating divided by 4) | | | 4.69 | Comments & Recommendations for Development Purpose: The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of their duties and responsibilities. | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | 4.69 | | | | | | |
| ADJECTIVAL RATING | | | Outstanding | | | | | | |

Evaluated & Rated by:

MA. EPIFANIA G. TUDTUD
MA. EPIFANIA G. TUDTUD

Dept./Office Head

Date: _____

Recommending Approval

NA

Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

1-Quality

2 Efficiency

3 Timeliness

4 Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: **NORMA O. VILLAS** Position: Admin. Aide VI

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 | | | | | 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 | | | | | |
| Average Score | | | | | 4.75 |

Overall recommendation : Norma should learn how to organize her files in the computer into folders for easy retrieval

MA. EPIFANIA G. TUDTUD
MA. EPIFANIA G. TUDTUD
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VILLAS, Norma O.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: Ms. Villas will gain more knowledge and skills on how to effectively deal with the different clients of the office

Proposed Interventions to Improve Performance:

Date: Target Date: August 27-30, 2019

To attend training entitled “ Working Towards Personal Effectiveness” sponsored by Personnel Officers Association of the Philippines.

Result:

Date: Target Date:

Next Step:

Outcome: Ms. Villas was able to attend the training and she has applied her learnings and she has improved her manner of dealing with our clients. She is more approachable and smiling.

Final Step/Recommendation: Ms. Villas should improve her computer skills particularly her skills in organizing her files in the computer into folders and better ways of naming her files for easier retrieval.

Prepared by: *MA. EPIFANIA G. TUDTUD*
MA. EPIFANIA G. TUDTUD
Unit Head

Conforme:

NORMA O. VILLAS
NORMA O. VILLAS
Name of Staff