



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

**Annex P**

Name of Administrative Staff: **JUNITO A. PANONCE**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.62                    | 70%                      | 3.23                                    |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 5.00                    | 30%                      | 1.50                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.73</b>                             |

TOTAL NUMERICAL RATING:

**4.73**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

**4.73**

ADJECTIVAL RATING:

**OUTSTANDING**


Prepared by:

  
**JUNITO A. PANONCE**  
Name of Staff

Reviewed by:

  
**CHRISTINA A. GABRILLO**  
Department/Office Head

Approved:

  
**ALELI A. VILLOCINO**  
Vice President for SAS

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM**

I, Junito A. Panonce, Rpm, of the DSO commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June, 2024.

**JUNITO A. PANONCE, Rpm**

Ratee

*7-22-2024*

Approved:

**CHRISTINA A. GABRILLO, PhD**

Dean of Students

*7-22-2024*

| MFO & PAPs   | Success Indicators  | Tasks Assigned   | Target  | Actual Accomplishment   | Rating         |                |                |     | Remarks |
|--|---|--|---|---|----------------|----------------|----------------|-----|---------|
|  |   |  |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A   |         |
| <i>Efficient and customer-friendly frontline service</i> | Percentage of clients served that rated the services rendered at least very satisfactory or higher  | Planned and implemented Institutional Student Programs and Services                | 95%   | 98%   | 5              | 5              | 5              | 5   |         |
| <i>Scholarships, Grants and Awards Services</i>          | Number of students applications received and screened for scholarship/grants and/or awards          | Received and screened students applications for scholarship/grants and/or awards   | 1600 VSU-funded scholarships  | 2,189 VSU-funded scholarships   | 5              | 5              | 5              | 5   |         |
| <i>Scholarships, Grants and Awards Services</i>          | Number of students awarded with scholarship/grants and/or monitored                                 | Awarded Student scholarships/grants and/or monitored                               | 1600 VSU-funded scholarships & grants; 300 Other Agency Government and privately-funded | 2,079 VSU-funded scholarships & grants; 358 Other Agency Government and | 5              | 5              | 4              | 4.6 |         |
|  | Percentage of reports submitted on time to partner agencies or sponsors and other regulatory bodies | Submitted reports on time to partner agencies/sponsors and other regulatory bodies | 100%  | 100% of the reports submitted on time                                   | 5              | 5              | 5              | 5   |         |


|  |  |  |  |   |   |   |   |   |  |
|--|--|--|--|---|---|---|---|---|--|
|  | Number of staff meetings presided  | Presided staff meeting related to student scholarship, grants and awards               | 1 meeting per quarter                                | 1 meeting per quarter                       | 3 | 5 | 4 | 4 |  |
|  | Percentage of dormitory applicants screened and issued admission slip                            | Screened and Issued dormitory admission slip for dormitory/cottage applied             | 95% of dormitory and cottage applicants              | 99% of dormitory and cottage applicants     | 5 | 5 | 5 | 5 |  |
|  | Percentage of dormitory request of advisers for repairs of dorm/cottage                          | Acted dormitory request of advisers for repairs of dorm/cottage                        | 95% of dorm request for repairs acted                | 95% of dorm request for                     | 4 | 4 | 4 | 4 |  |
| <b>Institutional Student Programs and Services</b> | Percentage of Student Assistant Applications recommended for approval                            | Recommended Student Assistant Applications for approval                                | 95% of student applications recommended for approval | 99% of student applications recommended for | 5 | 5 | 5 | 5 |  |
|  | Number of council/board/committee assignments served/functions performed                         | Served/Performed functions of committee assignments                                    | 4  | 4   | 3 | 5 | 4 | 4 |  |
|  | Number of administrative services and financial/administrative documents acted within time frame | Acted administrative services and financial/administrative documents within time frame | 100%   | 100%  | 5 | 5 | 5 | 5 |  |
|  | Number of quality procedures revised/updated and registered at QAC                               | Revised/updated and registered at QAC quality procedures                               | 2  | 3   | 5 | 5 | 5 | 5 |  |




|  |  |  |  |  |   |   |   |     |  |
|--|--|--|--|--|---|---|---|-----|--|
| <b>Institutional Student Programs and Services</b> | Percentage of reports submitted on time to partner agencies or sponsors and other regulatory bodies                | Submitted reports on time to partner agencies/sponsors and other regulatory bodies         | 100%   | 100%   | 5 | 5 | 5 | 5   |  |
|  | Percentage implementation of processes in accordance with existing approved quality procedures                     | Implement processes in accordance with existing approved quality procedures                | 100%   | 100%   | 5 | 5 | 5 | 5   |  |
|  | Number of staff meetings presided  | Presided staff meeting related to Institutional Student Programs and Services              | 1 meeting per quarter                          | 1 meeting per quarter                          | 3 | 5 | 4 | 4   |  |
| <b>Quality Assurance</b>                           | Percentage of evidences submitted in support for the accreditation   | Submitted documents needed to support the accreditation applied by the university          | 95%  | 95%  | 4 | 5 | 4 | 4.3 |  |
|  | Percentage of NC's or CAR's received and acted   | Received and acted NC's or CAR's   | 100%   | 100%   | 5 | 5 | 4 | 4.6 |  |
|  | Percentage of OFI's of 5th IQA and SSA responded   | Responded to received OFI's of 5th IQA and SSA   | 100%   | 100%   | 5 | 4 | 4 | 4.3 |  |
|  | Percentage of ISO evidences compliant with ODAS/HRM quality procedures kept intact and readily available for audit | Kept intact and readily available ISO evidences compliant with ODAS/HRM quality procedures | 100% ISO compliant evidences readily available | 100% ISO compliant evidences readily available | 5 | 5 | 4 | 4.6 |  |
|  | Number of new systems/innovations/proposals introduced and implemented   | Introduced and implemented new systems/innovations/proposals                               | 1  | 1  | 4 | 5 | 5 | 4.6 |  |

|  |  |   |             |   |   |   |   |      |     |
|--|--|---|-------------|---|---|---|---|------|-----|
| <b>Innovations and New Best Practices Development Services</b> | Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices | Shared and/or submitted best/good practices to other agencies and/or entries to any search for best practices | 1           | 1   | 4 | 5 | 5 | 4.6  |     |
|  | Number of research on student affairs and services conducted   | Conducted research on student affairs and services  | 1           | 1   | 4 | 5 | 5 | 4.6  | SOS |
| <b>Total Over-all Rating</b>                                   |  |   |             |   |   |   |   | 97.2 |     |
| Average Rating (Total Over-all rating divided by 21)           |  |   | <b>4.62</b> | <b>Comments &amp; Recommendations for Development Purpose:</b><br><i>Well done. Keep it up.</i> |   |   |   |      |     |
| Additional Points:   |  |   |             |   |   |   |   |      |     |
| Punctuality  |  |   |             |   |   |   |   |      |     |
| Approved Additional Points (with copy of approval)             |  |   |             |   |   |   |   |      |     |
| FINAL RATING   |  |   | <b>4.62</b> |   |   |   |   |      |     |
| ADJECTIVAL RATING  |  |   | Outstanding |   |   |   |   |      |     |


Evaluated & Rated by:

  
**CHRISTINA A. GABRILLO**  
 Dept./Unit Head  
 Date 7-22-2024

Recommending Approval:

  
**CHRISTINA A. GABRILLO**  
 Dean, DSO  
 Date 7-22-2024

Approved:

  
**ALELI A. VILLOCINO**  
 Vice Pres. for Student Affairs & Services  
 Date 7-29-2024

1- Quality

2- Efficiency

3- Timeliness

4- Average

## PERFORMANCE MONITORING & COACHING JOURNAL

|   |                 |                                 |
|---|-----------------|---------------------------------|
| x | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
| x | 2 <sup>nd</sup> |                                 |
|   | 3 <sup>rd</sup> |                                 |
|   | 4th             |                                 |

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo


Number of Personnel: 7

| Activity Monitoring  | MECHANISM  |  |                            |                       | Remarks  |
|--|--|--|----------------------------|-----------------------|--|
|  | Meeting  |  | Memo                       | Others (Pls. specify) |  |
|  | One-on-One   | Group  |                            |                       |  |
| <b>Monitoring</b><br>Jan. 10, 2024<br>Jan. 25, 2024<br>Jan. 26, 2024<br>Jan. 31, 2024<br>Feb. 28, 2024<br>Apr. 17, 2024<br>May 27, 2024<br>June 3, 2024<br>June 10, 2024<br>June 11, 2024<br>June 24, 2024 | Discussion on respective plans and programs of each office   | DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACUP and other agencies that require submission | Internal memo/notes issued |                       | Monthly meeting is conducted                             |
| <b>Coaching</b>  | Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel | Group discussion on the output and outcomes of programs implemented  |                            |                       | Possible inclusion of action research for implementation |



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

Conducted by:

  
**CHRISTINA A. GABRILLO**  
Dean of Students

Noted by:

  
**ALELI A. VILLOCINO**  
Vice-President, Student Affairs and Services

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNITO A. PANONCE**

Performance Rating: **OUTSTANDING**

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

**First Step:**

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

**Results:**

- Mastery in the Flexible Delivery of Student Affairs and Services
- Revised testing program appropriate for the requirements of the degree program
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: January, 2024

Target Date: June, 2024

**Next Step:**

- Continue attending seminars-workshops for Student Affairs Practitioners
- Participate in training for certification as student affairs and services.

**Outcomes:**

- Improve programs for student scholarship grants and awards
- Improve programs for institutional student program & services

**Final Step/Recommendation:**

- Published modules on the revised development program

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Unit Head

Conforme:

  
**JUNITO A. PANONCE**  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: JUNITO A. PANONCE

Position: Administrative Officer 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   |   | 60    |   |   |   |   |

**DEAN OF STUDENTS OFFICE**

Visayas State University, USSO, Baybay City, Leyte

Email: dean\_students@vsu.edu.ph

Website: www.vsu.edu.ph


Phone: +63 53 565 0600 Local 1070

**FM-HRM-26**  
V0 11-12-2021

No. 24-11

| 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  |   | 5.00  |   |   |   |   |

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

  
**CHRISTINA A. GABRILLO**  
 Printed Name and Signature  
 Head of Office