

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARWEN A. CASTAÑEDA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.43	70 %	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30 %	1.48
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: Outstanding


Prepared by:


MARWEN A. CASTAÑEDA
Name of Staff


Reviewed by:


MANOLO B. LORETO, Jr.
Dean, USSO

Recommending Approval:


MANOLO B. LORETO, Jr.
Dean, USSO

Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARWEN A. CASTAÑEDA, of the USSO 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, 2018.


MARWEN S. CASTAÑEDA
Ratee

Approved:


MANOLO B. LORETO, JR.
Head of Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Efficient and customer-friendly frontline service	Zero complaint from clients served	Guidance Coordinator; Graduate School, College of Education, Senior and Junior High Guidance Counselor; Campus Ministry Coordinator	0 Complaint	0 Complaint	5	5	5	5.00	No Complaint received or filed
Student Welfare Unit: Guidance & Counseling	Number of guidance services conducted	Plans/prepares/formulates/ designs guidance program/modules/activities /guidelines/ manual	9	7	3	5	4	4.00	
		Prepares and makes training design powerpoint presentations	9	8	5	5	5	5.00	
		Coordinates with the different support service offices and school community seeking assistance and guidance activities	17	21	5	5	4	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Services		Conducts consultations/case conferences/coordination with the C/DBGFs/Heads of Support Services/ Deans/Dept. Heads	17	25	5	4	5	4.67	
		Conducts/facilitates/participates as moderator/speaker/facilitator/ committee member in group guidance seminars/activities/trainings /sessions	10	8	3	4	5	4.00	Please refer to list of activities hereto attached.
Student Welfare Unit: Guidance & Counseling Services	Number of times	Assists guidance counselors and psychometrician through program planning, evaluation, feedbacking	18	20	5	5	4	4.67	
		Designs/presents/utilizes guidance forms	60	150	5	4	5	4.67	
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; academic; career)	43%	45%	4	5	5	4.67	
	Percentage of students followed-up and who availed of consultations	Follow-up, follow-through and consultations	43%	45%	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Percentage of individual records of students updated (Graduate School and College of Education)	Encodes, profiles, and files individual inventory of students	40%	35%	3	4	4	3.67	
	Number of times information are disseminated	Disseminates information/inquiries; Updates bulletin boards;	255	260	5	4	4	4.33	
	Number of times evaluation results, data gathered are analysed and	Collates, analyses, makes recommendations and submits survey results.	2	2	3	4	5	4.00	
	Number of times research are done.	Initiates or participates in doing and action research or studies.	1	1	3	5	4	4.00	
Student Development Unit: Campus Ministry services	Number of coordination/meeting with the different campus ministers	Coordinates with campus ministers regarding their initiatives for students	2	1	3	4	4	3.67	
	Number of record encoded, profiled and filed and plans coordinated	Encodes/files campus ministers profile and other related documents	6	2	5	5	5	5.00	
		Plans, coordinates and facilitates inter-campus ministry activity	2	2	4	4	5	4.33	
		Serves as GAD Focal Point Person of USSO, attends meetings, coordinates with ASHO, makes planning and submits report	4	5	4	5	5	4.67	
		Serves a Member of the Administrative Scholarship Committee	5	6	4	5	5	4.67	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Other Administrative Services	Number of other administrative services conducted	Serves, attends meetings/initiatives as member/representative/docu- menter on different administrative committees	8	10	4	5	5	4.67	
		Serves as resource person/lecturer/topic expert during special programs/seminars/fora	7	8	4	5	5	4.67	
		Signs activity permits/certificate of good moral character/clearance of graduating students/shifting/readmission/withdrawals/promisory/etc.	275	209	3	4	4	3.67	
		Serves as officer in-charge of USSO Dean's Office and other office sections	5	6	4	5	5	4.67	
								102.00	

Average Rating (Total Over-all rating divided by 19)	4.43
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.43
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:
Must pursue doctorate in Guidance and Counseling in DLSU

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	

Evaluated and Rated By

Manolo B. Loreto, Jr.

MANOLO B. LORETO, Jr.

Unit Head

Date: Dec. 7, 2018

Recomending Approval:

Manolo B. Loreto, Jr.

MANOLO B. LORETO, Jr.

Dean, USSO

Date: Dec. 7, 2018

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Marwen A. Castañeda

Position: Guidance Coordinator


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	59				
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	25				
Average Score	4.94				

Overall recommendation : _____



MANOLO B. LORETO JR.

Name of Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: MARWEN A. CASTAÑEDA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Plan effective guidance and counselling activities through the conduct of USSO days at the Eco-Park	General program and activities	January, 2018	March 15, 2018	March 15, 2018	Impressive	Very Satisfactory	
2	Conduct intake interview of new students	Filled up form	May 2, 2018	June 30, 2018	August, 2018	Needs improvement	Satisfactory	The process must be institutionalized
3								
4								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marwen A. Castañeda
Performance Rating: 4.38

Aim: To provide services that consistently meet or exceed the needs and expectations of my clients/counselors.

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: Dec. 2018

First Step:

Implement services as reflected in the approved Guidance and Counseling Program.

Result:

Proactive and collaborative implementation of the different guidance and counseling services.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

C. M. M. M.

Unit Head

Conforme:

S. A. A. f. S.
Marwen A. Castañeda

Name of Ratee Faculty/Staff