



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: **4.77**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING **4.77**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:


Chona A. Brit
Name of Staff


Manolo B. Loreto, Jr.
Dean of Students

Approved:


Aleli A. Villocino
Vice President, SAS

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.

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FM-PRO-13

v1 05-27-2020

No.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, of the **Office of the Dean of Students** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the i with the indicated measures for the period **JULY to DECEMBER 2020**.

CHONA A. BRIT

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	
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI.1 Percentage of clients served and rated the services received at least very satisfactory or higher	Delivery of ISO Compliant Process and Efficient Services	95% of clients rated services as very satisfactory or higher	95% rate	4	5	5	4.67	
	PI. 2. Number of quality procedures revised/updated and registered at QAC	Revision/Updating of OSWS Procedures	2 Quality Procedures revised/updated and registered at QAC	1 quality procedure revised an updated	3	4	4	3.67	Only updated Counseling Forms registered at QAC
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implement ISO Approved Quality Procedures	100% Process implemented according to QP	100% implemented according to QP	5	5	5	5.00	zero NC
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Submit reports on time to partner agencies and other regulatory bodies	100% report submitted on time	100% report submitted on time	5	5	5	5.00	Monitoring Report on Academic Status , Report on Scholar-Graduates

	PI.5 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Submit ISO compliant documents required by ODA-HRD	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5.00	
ODS:STO 2: FOI aligned frontline services	PI.6 Percentage compliance of reporting requirements in accordance with FOI Manual	Submit OFI Compliant documents	100% report submitted on time	100% report submitted on time	5	5	5	5.00	
ODS STO 3: ARTA aligned frontline services	Efficient and customer-friendly frontline service	Guidance Counselor; Head, Student Welfare Services, DOST Scholarship Coordinator; & Other Administrative Services Provider	0% Complaint Unattended	0% Complaint Unattended	5	4	5	4.67	
ODS STO 4: Innovations & New Best Practices Development Services	PI.8 Number of new systems/innovations/proposals introduced and implemented	Propose and implement innovations and best practices	3 new systems implemented	3 new systems implemented	4	4	5	4.33	45 Online Counseling; 3 episodes in Serbisyo Estudyante; Online Kumustahan; 1 episode in Serbisyo Kabataan C; 1 Junior Peer Program Orientation
	PI. 11. Number of action research conducted and analyzed	Conducts Survey or Action Research	1	1	5	4	5	4.67	Student Needs Assessment
	Percentage of application for shifting approved on time	Endorse for approval of application for shifting	90%	95%	5	5	5	5.00	

ODS GASS 1: Administrative and Support Services	Number of Scholarship Application Facilitated/Scholarship Renewal	Facilitate processing of documents for Scholarship Application/Renewal	35	50	5	5	5	5.00	DOST-JLSS Application, SLT Scholars
	No. of council/board/committee assignments served/functions performed	Performs other designated functions or special assignments	2	2	4	5	5	4.67	VEFI Board and GAD Committee Membership
ODS GASS 2: Student Welfare Services	PI. 16 Number of guidance activities conducted	Conducts Psycho-Social Support, Group Guidance Session & other Guidance Activities	5	5	4	4	4	4.00	3 episodes in Serbisyo Estudyante; Online Kumustahan; 1 episode in Serbisyo Kabataan C; 1 Junior Peer Program Orientation
	PI.17 Percentage of Students Counseled	Conducts Individual/Group Counseling	4% of the College of Engineering Population	4% of the College of Engineering Population	4	5	5	4.67	Applicants for Readmission; Applicants for Shifting, Students Dropping some subjects; Students referred due to personal problems
Total Over-all Rating								65.33	

Average Rating (Total Over-all rating divided	4.67
Additional Points:	
Punctuality	
proved Additional points (with copy of approval)	
FINAL RATING	4.67
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations
for Development Purpose:**

May consider for doctorate in Guidance and Counseling

Evaluated and Rated By



ANOLO B. LORETO, Jr.

Unit Head

Date: 3/29/21

Recomending Approval:



MANOLO B. LORETO, Jr.

Dean, ODS

Date: 3/29/21

Approved by:



ALELI A. VILLOCINO

Vice-President for Student Affairs and Services

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2020

Name of Staff: Chona A. Brit

Position: Guidance Counselor 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				

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 : _____

MANOLO B. LORETO, JR.
Dean of Students

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

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: July, 2020

Target Date: December, 2020

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 OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: January, 2021

Target Date: June, 2021

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the ODS-Student Support Services Days

Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program

Final Step/Recommendation:

- Published modules on the revised guidance program

Prepared by:



Manolo B. Loreto

Unit Head

Conforme:



Chona A. Brit
Name of Ratee Staff