



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHRISTIE CYRENE T. TAUY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.69	70%	3.21
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


Christie Cyrene T. Tauy
Name of Staff


Reviewed by:


Manolo B. Loreto
Department/Office Head

Recommending Approval:


Manolo B. Loreto
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTIE CYRENE T. TAUY**, 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 **JULY to DECEMBER, 2019**.


CHRISTIE CYRENE T. TAUY

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	
Recruitment & Admission Services	Number of incoming students evaluated in terms of enrollment requirements and enrolled	LPN, USSO staff	0						
	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	90%	95%	5	5	4	4.67	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	90%	4	4	5	4.33	
	Percentage of new students given orientation/intake interview	Conducts orientation/intake interview of new students	325	360	4	4	5	4.33	
Student Welfare Unit: Guidance & Counseling Services		Number of individual records of new students updated (BAS, BSA, BSDC, BSFT)	325	500	5	4	4	4.33	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Welfare Unit: Guidance and Counseling Services	Number of group growth guidance seminars/sessions/activities conducted	Conducts/facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	3	6	5	5	5	5.00	
	Number of times information are disseminated	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	5	6	5	5	5	5.00	
	Number of other guidance related activities attended/participated	Member/participant, presider, secretary, echoer	5	5	3	5	5	4.33	
	Number of orientations/seminars/fora/team buildings coordinated/given to student leaders	Conducted orientations/seminars/fora/team buildings given to student leaders	10	10	5	5	5	5.00	
Student Development Unit: Student Affairs/ Organizations Services	Number of evaluations/screenings/recognitions done	Evaluates/screens and interviews applicants for individual and finalist for organizational awards	0	0				0.00	
		Evaluates, screens and interviews organizations for recognition	67	71	4	5	5	4.67	
		Coordinates awards and recognition for deserving students and organizations	0	0				0.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	Number of coordinations/monitorings done	Coordinates/monitors and recommends for approval student organization activities	300	300	5	4	5	4.67	
		Coordinates/conducts oath taking ceremony	1	1	5	4	4	4.33	
		Conducts regular meeting/consultations/conferences with organization leaders	67	93	5	5	5	5.00	
Administrative and Support Services	Number of coordinations done	Issues certificates for students/faculty/staff	225	281	5	5	4	4.67	
		Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature							
		Number of program/institutional accreditation related process supported	3	3	5	5	5	5.00	
		Prepares documents for student support services	4	4	5	5	5	5.00	
		Serves as resource person for programs/seminars/fora	85	90	4	4	5	4.33	
		Checks/audits dormitory/organizations' financial reports	85	90	4	4	5	4.33	
		Checks/reviews dormitory/organizations' accomplishment report	85	90	4	4	5	4.33	
		Checks/reviews students' updating forms	0	0				0.00	

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
Other Administrative Services	Number of other administrative services conducted	Reviews/screens permits to hold exam and classes outside of regular class schedule	200	291	4	5	5	4.67	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	40	46	5	5	5	5.00	
		Serves as committee to activities conducted in the university	5	5	5	5	5	5.00	
		Signs clearance of students	200	320	5	5	5	5.00	
		Serves as officer in-charge of other office sections	5	5	4	5	5	4.67	
		Reviews, signs and recommends for approval SA Applications	50	74	5	4	5	4.67	
		Reviews, signs SA payrolls	80	93	5	4	5	4.67	
Overall Rating							112.67		

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Average Rating (Total Over-all rating divided by 24)		4.69			Comments & Recommendations for Development Purpose: <i>Must seek admission for MS or MA program</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING		4.69							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated and Rated By

Recommending Approval:

Approved by:

C. Manolo B. Loreto, Jr.
MANOLO B. LORETO, JR.

C. Manolo B. Loreto, Jr.
MANOLO B. LORETO, JR.

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Unit Head

Dean, USSO

Vice-President for Instruction

Date: *Feb. 12, 2020*

Date: *Feb. 12, 2020*

Date: _____



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July– December 2019

Name of Staff: Christie Cyrene T. Tauy

Position: Guidance Counselor I

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	5	4	3	2	1

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



improvement of his work accomplishment					
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					
Average Score	4.92				

Overall recommendation : Must plan to pursue MA in Guidance and Counseling

MANOLO B. LORETO JR.

Name of Head