



**Annex P**

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

Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.90                       | 70%                      | 3.43                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.88                       | 30%                      | 1.46                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.89</b>                             |

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

**MIRIAM M. DE LA TORRE**

OIC, University Registrar

Reviewed by:

**ROTACIO S. GRAVOSO**

Immediate Supervisor

Recommending Approval:

N/A

Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Miriam M. De la Torre**, of the University Registrar 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 1, 2024 to June 30, 2024**.

  
**MIRIAM M. DE LA TORRE** 9/10/24  
 Ratee

Approved:   
**ROTACIO S. GRAVOSO** 9/10/2024  
 Vice President for Academic Affairs

| MFO & PAPs                          | Success Indicators  | Tasks Assigned  | Target                                     | Actual Accomplishment  | Rating         |                |                |                | Remarks |
|-------------------------------------|---|---|--|--|----------------|----------------|----------------|----------------|---------|
|                                     |   |   |  |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| UMFO 5: Support to Operations (STO) |   |   |  |  |                |                |                |                |         |
| OVPA MFO 4: Registration Services   |   |   |  |  |                |                |                |                |         |
| OUR MFO 1: Registration Services    |   |   |  |  |                |                |                |                |         |
|                                     | PI 1. Percentage of projected students officially enrolled and registered   | Supervises the preparation and conduct of online enrollment                     | 100% of students officially enrolled       | 100% of projected students officially enrolled (9104)          | 5              | 5              | 5              | 5.00           |         |
|                                     | PI 2. Percentage of requested validated COR and COG prepared, printed, signed, and released   | Reviews and signs validated CORs and COGs                                       | 100% of requests for validated COR and COG | 100% of requested validated COR and COG (738 COR and 4574 COG) | 5              | 5              | 5              | 5.00           |         |
|                                     | PI 3. Percentage of prepared class and exam schedules released for posting one (1) month before the scheduled enrollment and major exam | Supervises and monitors the preparation and release of class and exam schedules | 100% of class and exam schedules           | 100% of class and exam schedules                               | 5              | 5              | 4              | 4.67           |         |
| OUR MFO 2: Graduation Services      |   |   |  |  |                |                |                |                |         |
|                                     | PI 1. Percentage of students identified as candidates for graduation  | Supervises the evaluation and verification of the candidates for graduation     | 100% of prospective candidates identified  | 100% of prospective candidates for graduation identified       | 5              | 5              | 5              | 5.00           |         |



|   |   |  |  |  |   |   |   |      |  |
|---|---|--|--|--|---|---|---|------|--|
|   | <b>PI 2.</b> Percentage of graduating students evaluated and identified as candidates for latin honors ranked and endorsed for approval | Reviews and verifies prospective candidates for Latin honors                   | 100% of prospective honor graduates endorsed | 100% of prospective honor graduates identified (436)                                 | 4 | 5 | 5 | 4.67 |  |
|   | <b>PI 3.</b> Percentage of Diploma prepared and processed for issuance to graduates   | Supervises the preparation, verification, checking and distribution of diploma | 100% of Diploma issued to graduates          | 100% of Diploma for graduates prepared for printing                                  | 5 | 5 | 5 | 5.00 |  |
|   | <b>PI 4.</b> Percentage of TOR prepared, processed, signed, sealed and released as 1st issuance to graduates                            | Reviews and signs TORs as ist issuance to graduates                            | 100% of 1st issuance TOR                     | 100% of 1st issuance TOR (79)  | 5 | 5 | 5 | 5.00 |  |
| <b>UMFO 6. General Administration and Support Services (GASS)</b> |   |  |  |  |   |   |   |      |  |
| <b>OVPAAs MFO 1. Administrative and Facilitative Services</b>     |   |  |  |  |   |   |   |      |  |
| <b>OUR MFO 3: Evaluation and Authentication Services</b>          |   |  |  |  |   |   |   |      |  |
|   | <b>PI 1.</b> Percentage of requests for scholastic records checked, evaluated and verified  | Reviews and signs requests for scholastic records                              | 100% of requests                             | 100% of request for scholastic records (9,393)                                       | 5 | 5 | 5 | 5.00 |  |
|   | <b>PI 2.</b> Percentage of students scholastic records evaluated for identification of academic status/standing                         | Supervises evaluation of students' scholastic records                          | 100% of students scholastic records          | 100% of request for scholastic records (2,533 Midyear 22-23; 9,557 2nd Sem 2023-202) | 5 | 5 | 5 | 5.00 |  |
|   | <b>PI 3.</b> Percentage of identified delinquent students endorsed for guidance and counseling  | Reviews and signs referral for guidance and counseling of delinquent students  | 100% of identified delinquent students       | 100% of identified delinquent students (23)  | 5 | 5 | 4 | 4.67 |  |
| <b>OUR MFO 4: Student Records Management Services</b>             |   |  |  |  |   |   |   |      |  |
|   | <b>PI 1.</b> Percentage of student records updated and filed/stored in a secured designated shelves in the Records room                 | Supervises that student records are organized and updated                      | 100% of student records updated              | 100% of student records updated 6,686  | 5 | 5 | 5 | 5.00 |  |



|  |  |   |   |  |   |   |   |      |  |
|--|--|---|---|--|---|---|---|------|--|
|  | <b>PI 2.</b> Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room               | Supervises that new student records are prepared, organized and secured in the designated shelves | 100% of new student records prepared                  | no new students during the rating period   |   |   |   |      |  |
|  | <b>PI 3.</b> Percentage of student information encoded and stored in database  | Supervises that student information are encoded and stored in database                            | 100% of student information encoded in database       | 100% (578 credential)  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 4.</b> Number of inactive student records scanned and stored in electronic copies  | Supervises that inactive student records are scanned and stored in electronic copies              | 480 inactive student records scanned                  | 1020 inactive student records scanned  | 5 | 5 | 4 | 4.67 |  |
| <b>OUR MFO 5: Administrative &amp; Facilitative Services</b> |  |   |   |  |   |   |   |      |  |
|  | <b>PI 1.</b> Percentage of online requests and email queries responded on time   | Supervises prompt action of online requests and email queries                                     | 100% of requests and queries                          | 100% of requests and queries (Accommodated 4,267 online requests Answered 2,982 queries from emails) | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 2.</b> Percentage of submitted grade sheets reviewed, validated, and posted  | Monitors and ensures efficiency of online grade submission  | 100% of submitted grade sheets                        | 98.19% of submitted grade sheets (2,329 out of 2,372)  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 3.</b> Percentage of requests for TOR, CAV, TC, and Certifications prepared, processed, and released                                 | Reviews and signs TOR, TC, CAV, and Certifications  | 100% of requested documents                           | 100% of requested documents (TOR-997 Cert.- 1,056)   | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 4.</b> Percentage of requests for re-issuance of Diploma prepared, processed, and released   | Supervises the preparation and processing of request for re-issuance of Diploma                   | 100% of request for Diploma re-issuance               | 100% of request for Diploma re-issuance (22)   | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 5.</b> Percentage of requests for correction of names/personal data in school records facilitated, prepared, processed, and released | Reviews and signs endorsements for correction of names/personal data in school records            | 100% of request for correction of names/personal data | 100% of request for correction of names/personal data (4)  | 5 | 5 | 5 | 5.00 |  |



|  |   |  |   |  |   |   |   |      |  |
|--|---|--|---|--|---|---|---|------|--|
|  | <b>PI 6.</b> Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards | Reviews and signs requested data in accordance with DPA and FOI  | 100% of requests for data acted upon                      | 100% of requests for data acted upon   | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 7.</b> Percentage of grade completion encoded and posted  | Supervises that grade completion are encoded in the cumulus system and posted grade sheets and Form 19 | 100% of grade completion                                  | 100% of grade completion (8497)  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 8.</b> Percentage of request for dropping facilitated, encoded and filed  | Supervises that all requests for dropping are facilitated, encoded and filed                           | 100% of request for dropping                              | 100% of request for dropping (248)   | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 9.</b> Percentage of Form 137 officially requested for issuance   | Supervises that all Form 137 are officially requested for issuance                                     | 100% of Form 137 requested                                | 100% of Form 137 requested (430)   | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 10.</b> Percentage of request for OTOR facilitated, prepared, and released for official mailing   | Supervises that all resquests for OTOR were granted  | 100% of requested OTOR                                    | 100% of requested OTOR (352)   | 5 | 4 | 4 | 4.33 |  |
|  | <b>PI 11.</b> Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed  | Reviews and signs LOA, readmission, shifting, and student clearance                                    | 100% of LOA, readmission, shifting, and student clearance | 100% signed (LOA-74, Readmission - 49, Shifting-31, Approved clearance- 968) | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 12.</b> Number of statutory reports prepared and submitted  | Reviews and certifies statutory reports prior to submission to other agencies                          | 6 reports   | 9 reports  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 13.</b> Percentage of request for student ID issued and validated   | Supervises the release and validation of student ID  | 100% of request   | 100% of request (379)  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 14.</b> Percentage of faculty' contact hours prepared and facilitated on time   | Supervises the prompt release of contact hours of faculty  | 100% of faculty contact hrs                               | 100% of faculty contact hours (116)  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 15.</b> Number of personnel directly supervised, monitored and coordinated  | Supervises personnel of the office   | 19  | 22   | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 16.</b> Number of linkages with external agencies maintained  | Maintain linkages with external agencies   | 3   | 3  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 17.</b> Number of university committees assignment served   | Perform assignments in university committees   | 5   | 3  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 18.</b> Number of quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard  | Maintains ISO aligned quality procedures   | 8   | 15   | 5 | 5 | 5 | 5.00 |  |



|  |   |   |                                      |  |   |   |   |               |      |
|--|---|---|--------------------------------------|--|---|---|---|---------------|------|
|  | <b>PI 19.</b> Number of staff meetings conducted and facilitated                | Presides/Facilitates staff meetings                         | 4                                    | 2  | 5 | 5 | 5 | 5.00          |      |
|  | <b>PI 20.</b> Percentage of administrative documents acted within time frame    | Reviews and acts administrative documents within time frame | 100%                                 | 100%   | 5 | 5 | 5 | 5.00          |      |
|  | <b>PI 21.</b> Percentage of action plans implemented and monitored as scheduled | Supervises and monitors implementation of action plans      | 100%                                 | 100%   | 5 | 5 | 5 | 5.00          |      |
|  | <b>PI 22.</b> Percentage of NCs received and acted                              | Acts on NCs received  | 0%                                   | 0%   | 5 | 5 | 5 | 5.00          |      |
|  | <b>PI 23.</b> Percentage of CARs received and acted                             | Acts on CARs received                                       | 0%                                   | 2  | 5 | 5 | 5 | 5.00          |      |
| <b>OVPAAs MFO 2. Frontline Services</b>          |   |   |                                      |  |   |   |   |               |      |
| <b>OUR MFO 6: Frontline Services</b>             |   |   |                                      |  |   |   |   |               |      |
|  | <b>PI 1.</b> Efficient and customer-friendly frontline service                  | Serves clientele with very satisfactory rating              | Zero percent of complaints not acted | Zero percent of complaints not acted   | 5 | 5 | 5 | 5.00          | 5.00 |
| <b>Innovations &amp; Best Practices</b>          |   |   |                                      |  |   |   |   |               |      |
| <b>OUR MFO 7: Innovations and Best Practices</b> |   |   |                                      |  |   |   |   |               |      |
|  | <b>PI 1.</b> Number of UR e-ticket system to be initially developed             | Facilitates implementation of new system developed          | 1                                    | 1  | 5 | 5 | 5 | 5.00          |      |
| <b>Total Over-all Rating</b>                     |   |   |                                      |  |   |   |   | <b>186.33</b> |      |
| <b>Average Rating</b>                            |   |   | <b>4.90</b>                          | <b>Comments &amp; Recommendations for Development Purpose:</b><br><br>-she exhibits expertise as an UR |   |   |   |               |      |
| <b>Additional Points:</b>                        |   |   |                                      |  |   |   |   |               |      |
|  | <b>Punctuality</b>  |   |                                      |  |   |   |   |               |      |
|  | <b>Approved Additional points (with copy of approval)</b>                       |   |                                      |  |   |   |   |               |      |
| <b>FINAL RATING</b>                              |   |   | <b>4.90</b>                          |  |   |   |   |               |      |
| <b>ADJECTIVAL RATING</b>                         |   |   | <b>Outstanding</b>                   |  |   |   |   |               |      |

Evaluated & Rated by:

  
**ROTACIO S. GRAVOSO**

Immediate Supervisor

Date: 9/18/24

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 9/18/24

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 | 2nd |                                 |
|   | 3rd |                                 |
|   | 4th |                                 |

Name of Office: University Registrar

Head of Office: Miriam M. De la Torre

Number of Personnel: 7 Regular; 1 Casual; 15 JO

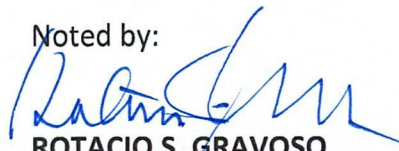
| Activity Monitoring | MECHANISM  |   |      |                       | Remarks |
|---------------------|------------|---|------|-----------------------|---------|
|                     | Meeting    |   | Memo | Others (Pls. specify) |         |
|                     | One-on-One | Group   |      |                       |         |
| Monitoring          | ✓          | Thru staff meeting conducted on:<br>➤ Jan 3, 2024<br>➤ Jan 19, 2024<br>➤ June 14,2024 |      |                       |         |
| Coaching            | ✓          | ✓   |      |                       |         |

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

Conducted by:

  
**MIRIAM M. DE LA TORRE**  
 OIC, University Registrar 2/10/24

Noted by:

  
**ROTACIO S. GRAVOSO**  
 VP for Academic Affairs





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JANUARY-JUNE 2024

Name of Staff: MIRIAM M. DE LA TORRE

Position: REGISTRAR 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 |



**UNIVERSITY REGISTRAR**

Visayas State University, 1/F Administration Building

Visca, Baybay City, Leyte

Email: registrar@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1010



|   |   |                |   |   |   |   |
|---|---|----------------|---|---|---|---|
| 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   |   |                |   |   |   |   |
| <b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b> |   | 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   |   | 23             |   |   |   |   |
| Average Score   |   | 83 / 17 = 4.88 |   |   |   |   |
| Overall recommendation: She exhibits expertise as an LR                                       |   |                |   |   |   |   |

  
**ROTACIO S. GRAVOSO**  
 Immediate Supervisor