

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)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: **4.81**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.81**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:


CHRISTIE CYRENE T. TAUY
Name of Staff


CHONA A. BRIT
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTIE CYRENE T. TAUY**, 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 indicated measures for the period **July to December, 2023**.

CHRISTIE CYRENE T. TAUY

Ratee

1/5/24

Approved:

CHONA A. BRIT

Head of Unit

1/5/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Student Welfare Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	2% of the BSA population (43 students)	53 students	5	5	5	5	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	95%	5	5	4	4.66	
	Number of group growth guidance/Psychosocial Support/ seminars/sessions/ activities conducted/initiated	Conducts/facilitates/participates in group guidance/psychosocial support/ seminars/activities	4	5	5	4	5	4.66	
	Number of weekly Serbisyo Estudyante at VSU DYDC radio program conducted	Conducts/Facilitates Serbisyo Estudyante	2	NA	NA	NA	NA	NA	The program was delegated to the new DSO personnel
Student Development Services	Number of leadership seminars/trainings/orientation organized/conducted by DSO/USSC	Conducts/Coordinates orientations/seminars/for a/ trainings/ given to student leaders	4	5	5	5	5	5	

Number of consultations conducted to student leaders	Conducts consultation/kumustahan to student leaders on organization-related issues/matters	60	85	5	5	5	5	
Number of student leaderships evaluated and recommended for attendance to seminars, trainings, conferences and/or conventions outside of the VSU	Evaluates/Endorses student leaders for attendance to seminars, trainings, conventions and conferences.	25	63	5	4	4	4.33	
Percentage of student organization applicants evaluated and endorsed for recognition 2 weeks after the deadline	Evaluates/screens/ interviews/endorsees applicants for recognition of campus organizations	90%	100%	5	5	4	4.66	
	Issues Certificates of Recognition to accredited organizations	60	64	5	4	4	4.33	
	Coordinates awards and recognition for deserving students and organizations	0	NA	NA	NA	NA	NA	
Number of student organization activities endorsed/monitored (includes tutorials and other academic-related undertakings)	Coordinates/monitors and recommends for approval student organization activities	250	366	4	5	4	4.33	
Number of collaborative activities/community outreach programs/projects facilitated/coordinated	Coordinates/monitors, recommends for approval collaborative activities/community outreach programs/projects	5	12	5	5	5	5	
Number of organizations conducted Officers Transition Training/Meeting and have used	Coordinates and recommends for approval Organizations	25	27	5	4	4	4.33	

	the Transition Guide developed as reference	conducting Transition Meeting/Trainings							
Administrative & Support Services	Number of program/institutional accreditation related process supported	Prepares documents for student support services	2	3	5	5	5	5	
	Number of Webinars/Seminars attended	Attends webinars	1	3	5	5	5	5	
Aligned Frontline Services	Efficient and Customer Friendly	Responds efficiently/client-friendly	0% complaints	0% complaints	5	5	5	5	
Innovations & New Best Practices Development Services	Number of new systems/innovations/proposals introduced and implemented	New Innovation	1	2	5	5	5	5	
	Number of request for expert services in seminar/workshops served/provided	serves as resource speaker	1	2	4	5	5	4.66	
ISO 9001:2015 Aligned Documents and Compliant Process	Number of procedures/guidelines/processes /activities reviewed/changed for improvement and implementation	Reviews programs/processes/activities/guidelines and recommends changes for improvement	0	2	5	5	5	5	
	Percentage compliance of reporting requirements	Submits required reports/documents on time	100%	100%	5	5	4	4.66	
Other Administrative Services	Number of other administrative services conducted	Checks/audits dormitory/organizations reports	140	156	5	4	4	4.33	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	25	39	4	5	5	4.66	

			600	NA	NA	NA	NA	NA	Undergraduate students were no longer required to pass clearance through our office
		Signs/countersigns clearance of students							
		Presides/serves meetings/committees	3	4	5	5	5	5	
		Serves as officer in-charge of other office sections	2	4	5	5	5	5	
Total Over-all Rating								104.6	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Consider upgrading for AO II/III positions.

Evaluated & Rated by:

CHONA A. BRIT
Dept/Unit Head

Date: 1/8/24

Recommending Approval:

CHONA A. BRIT
OIC Dean, ODS

Date: 1/8/24

Approved by:

ALELI A. VILLOCINO
Vice Pres. for Student Affairs & Services

Date: 1/15/24

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2023

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 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					
Average Score	4.92				

Overall recommendation : _____


CHONA A. BRIT
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHRISTIE CYRENE T. TAUY

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, 2023 Target Date: December, 2023

First Step:

- 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 testing program appropriate for the requirements of the degree program in CAFS

Date: July, 2023 Target Date: December, 2023

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Participate in training for certification as student affairs and services specialist offered by the UST

Outcomes:

- Certified as Student Affairs and Services Specialist
- Improve programs for student welfare and development

Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


CHONA A. BRIT
Unit Head

Conforme:


CHRISTIE CYRENE T. TAUY
Name of Ratee Staff