

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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	4.63	70 %	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30 %	1.45
TOTAL NUMERICAL RATING			4.69


TOTAL NUMERICAL RATING: 4.69
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


CHRISTIE CYRENE T. TAUY
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

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, Christy 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 of January to June, 2019.

CHRISTIE CYRENE T. TAUY
Ratee

Approved: 
MANOLO B. LORETO, JR.
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Recruitment & Admission Services	Number of incoming students evaluated in terms of enrollment requirements and enrolled	LPN, USSO staff	200	250	5.00	5.00	5.00	5.00	
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	90%	90%	4.00	4.00	5.00	4.33	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	95%	5.00	4.00	4.00	4.33	
	Number of individual records of new students updated (BAS, BSA, BSDC, BSFT)	Encodes, profiles, and files individual inventory of new students	0	0					
Student Welfare	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	5.00	5.00	5.00	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Unit: Guidance and Counseling Services	Number of times information are disseminated	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	3	5	5.00	5.00	4.00	4.67	
	Number of other guidance related activities attended/ participated	Member/participant, presider, secretary, echoer	3	3	4.00	4.00	4.00	4.00	
Student Development Unit: Student Affairs/ Organizations Services	Number of orientations/seminars/fora / team buildings coordinated/given to student leaders	Conducted orientations/seminars/fora/ team buildings given to student leaders	8	14	5.00	5.00	5.00	5.00	
	Number of evaluations/screenings/recognitions done	Evaluates/screens and interviews applicants for individual and finalist for organizational awards	45	53	5.00	5.00	5.00	5.00	
	Number of coordinations/monitorings done	Coordinates awards and recognition for deserving students and organizations	1	1	3.00	5.00	5.00	4.33	
		Coordinates/monitors and recommends for approval student organization activities	260	315	5.00	5.00	5.00	5.00	
	Number of coordinations done	Conducts regular meeting/consultations/conferences with organization leaders	50	67	5.00	5.00	5.00	5.00	


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Administrative and Support Services	Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature	Issues certificates for students/faculty/staff	200	249	5.00	5.00	5.00	5.00	
	Number of program/institutional accreditation related process supported	Prepares documents for student support services	4	7	5.00	5.00	5.00	5.00	
Other Administrative Services	Number of other administrative services conducted	Serves as resource person for programs/seminars/for a	3	3	3.00	4.00	5.00	4.00	
		Checks/audits dormitory/organizations' financial reports	80	91	4.00	5.00	5.00	4.67	
		Checks/reviews dormitory/organizations' accomplishment report	80	91	4.00	5.00	5.00	4.67	
		Checks/reviews students'updating forms	4,500	5,200	5.00	5.00	5.00	5.00	
		Reviews/screens permits to hold exam and classes outside of regular class schedule	275	310	4.00	4.00	5.00	4.33	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	40	65	5.00	5.00	5.00	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
		Serves as committee to activities conducted in the university	5	7	5.00	4.00	4.00	4.33	
		Signs clearance of students	2,000	2,250	5.00	5.00	5.00	5.00	
		Serves as officer in-charge of other office sections	4	4	3.00	4.00	4.00	3.67	
		Check & Recommends for approval SA Applications	70	101	5.00	4.00	4.00	4.33	
		Checks SA Payroll	70	109	5.00	4.00	4.00	4.33	
Total Over-all Rating								111.00	


Average Rating (Total Over-all rating divided by 24)	4.63
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.63
ADJECTIVAL RATING	Outstanding

Comments and recommendations for development purpose:
May be send for trainings on facilitating student leaderships


Evaluated and rated by:


 MANOLO B. LORETO, JR
 Dean, USSO
 Date Nov. 25, 2019

Recommending Approval:


 MANOLO B. LORETO, JR.
 Dean, USSO
 Date: Nov. 25, 2019

Approved by:


 BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: Christie Cyrene T. TauyPosition: Guidance Counselor


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	58				
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	4.83				

Overall recommendation : _____



MANOLO B. LORETO JR.
Name of Head

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: January, 2019 Target Date: June, 2019

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, 2019

Target Date: December, 2019

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
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Final Step/Recommendation:

- Published modules on the revised development program


Prepared by:



Manolo B. Loreto

Unit Head

Conforme:


Christie Cyrene T. Tauy
Name of Ratee Staff