



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **APRIL ANN O. MONTALBAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: **4.75**


Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.75**

FINAL NUMERICAL RATING **4.75**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


APRIL ANN O. MONTALBAN
Name of Staff

Reviewed by:


MIRIAM M. DE LA TORRE
Department/Office Head

Recommending Approval:

NA
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **April Ann O. Montalban**, of the Office of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **August 1, 2023 -December 31, 2023**.

APRIL ANN O. MONTALBAN

1/22/24 Ratee

Approved:

MIRIAM M. DE LA TORRE

Head of Unit *1/22/24*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual	Rating				Remarks
				Accomplishment	Q1	E2	T3	A4	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	1.Print CORs of students	100%	100%	5	5	5	5.00	
		2.Validate student certificate of registration (COR)	100%	100%	5	5	5	5.00	
OUR MFO 2. Evaluation and Authentication Services	PI 1: Percentage of received request for scholastic records/credits checked, evaluated, verified, signed and released	1.Stamp CTC for TOR, diploma and certificate of students	100%	100%	5	4	4	4.00	
		2.Checks and evaluates transfer credentials of transferees and old student of assigned course.	100%	100%	5	4	4	4.00	
		3.Issues certificates of enrollment and/or certificates of grades to students who applied for scholarship	100%	100%	5	5	4	4.67	
		4.Checks and verifies grades for scholarship application	100%	100%	5	5	5	5.00	
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported.	1. Checks and Evaluate records of candidate for graduation of assigned courses.	100%	100%	5	5	5	5.00	
		2. Prepares individual notices of deficiencies of applicant for graduation	100%	100%	5	4	4	4.00	
OUR MFO 3. Student Records Mangement Services	PI 1: Percentage of the number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	1.Assigning of document numbers and other coding controls for document in coordination with the DRC	100%	100%	5	4	4	4.33	
	PI 2: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room.	1. Checks, signs, sorts and files validated Cert. of Registration and Approved Registration Forms of assigned course.	100%	100%	5	4	4	4.00	
		2. Updates and post grades in the course check/sit of assigned courses.	100%	100%	5	5	4	4.67	
	PI 3: Percentage of documents acted upon	1.Prints and issues copy of grades	100%	100%	5	5	5	5.00	
		2.First Semester enrollment Assistance	100%	100%	5	5	5	4.00	
		3.Answering, screening, and forwarding of emails/email requests	100%	100%	4	4	4	4.00	
		4.Validate registration forms of students	100%	100%	5	5	4	4.67	
		5.Facilitates the signing and approval of requested documents	100%	100%	5	5	5	4.00	
		6.Takes charge in systematic releasing of all student request.	100%	100%	5	5	5	5.00	

OUR MFO 4. Administrative and Facilitative Services	PI 1: Percentage of queries served on time	1. Attending to various inquiries/requests from parents, students and other clients	100%	100%	4	5	4	4.33	
		2. Attends to clients transacting business	100%	100%	5	5	4	4.67	
	PI 2: Number of documents acted upon	1. Prepares, process, and release of documents requested through on line including walk-in clients.	100%	100%	5	5	5	5.00	
		2. Checks, counter signs and release clearances of students.	100%	100%	5	5	5	5.00	
OUR MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Served clientele within the day	Zero Valid Complaints	Zero Valid Complaints	5	5	5	4.67	
Total Over-all Rating					4.91	4.73	4.5	4.71	
	Average Rating (Total Over-all rating divided by 4)		4.71	Comments & Recommendations for Development Purpose: <i>be allowed to attend seminars and trainings.</i>					
Additional Points:									
	Punctuality								
	Approved Additional points (with copy of approval)								
FINAL RATING			4.71						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


MIRIAM M. DE LA TORRE
 OIC, University Registrar

Date: 1/22/24

Recommending Approval:

NA
 Dean / Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: 01/25/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **APRIL ANN O. MONTALBAN**

Position: **ADMINISTRATIVE AIDE III**

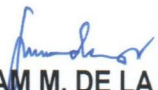
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		58/12 = 4.83				

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						

Overall recommendation : _____


MIRIAM M. DE LA TORRE
 Printed Name and Signature
 Head of Office