

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE  
STAFF

Name of Administrative Staff: **GALENZOGA, Arnulfo T.**

Particulars (1)	Numerical Rating (2)	Percent age Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.675	70%	3.273
2. Supervisor/Head's assessment of his/her contribution towards attainment of office accomplishments	3.670	30%	1.101
TOTAL NUMERICAL RATING			4.374

TOTAL NUMERICAL RATING: 4.374

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.374

FINAL NUMERICAL RATING 4.374

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

**ARNULFO T. GALENZOGA**

Name of Staff

Reviewed by:

**MA. EPIFANIA G. TUDTUD**  
University Registrar

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNULFO T. GALENZOGA**, of the Registrar's Office 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 to June 30, 2019

**ARNULFO T. GALENZOGA**  
Ratee

Approved:

  
**MA. EPIFANIA G. TUdTUD**  
University Registrar

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>	
Data base management of student records	1	Draft prepared	Prepare Schedule of Classes (college & senior high)	1500	1950	4	4	5	4.33	
	2	Final schedule prepared		1500	1950	4	4	5	4.33	
			Preparation of examination schedules:							
	3	No. Schedule of exams prepared	Midterm	1500	1950	4	4	5	4.33	
	4		Finals	1500	1950	4	4	5	4.33	
	5	No. of schedule of classes finalized	Convert the final schedule of classes by block and by department to MS Word format	150	190	4	4	4	4.00	
	6	No. of class schedule encoded from Foxbase to MS Access database	Encode schedule of classes from Foxbase to MS Access Database	1500	1940	4	4	4	4.00	
	7	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	35000	46600	4	5	5	4.67	
	8	No. of exam schedule printed	Printing of exam schedules by department	20	26	4	4	5	4.33	
	9	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects	300	389	5	5	5	5.00	
	10	No. of section/classes monitored	Updates and monitors class size by section during registration (summer/1stsem/2ndsem)	1500	1945	5	5	5	5.00	
	11	No. of Certificate of Registration (COR) printed	Print CORs of students	5000	5862	5	5	5	5.00	
	12	No. of enrollment list ( <i>in pages</i> ) prepared	Preparation of enrolment list	120	158	5	5	5	5.00	
	13	No. of students assigned	Prepares assignments of academic advisers for new students & transferees	1600	2075	5	5	5	5.00	
	14	No. of students assisted	Assists students conducting research required in their classes/degree.	15	20	5	5	5	5.00	
	15	No. of course shifter encoded	Encodes continuing students shifted to another curriculum	30	39	5	5	5	5.00	
			Prepare list of candidates for graduation:							
	16	No. of pages prepared	a. departments information	10	13	5	5	5	5.00	
	17	No. of pages prepared	b. graduation rehearsal and program	10	13	5	5	5	5.00	
	18	No. graduates with Latin Honors granted automatic civil service eligibility.	Prepares list of graduates with Latin Honors for submission to the Civil Service Commission for granting them automatic civil service eligibility.	6	8	5	5	5	5.00	



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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<b>CHED Required Reports:</b>							
19	No. of actual laboratory units enrolled inventoried	A report of inventory of laboratory units actually enrolled by	71	72	4	4	5	4.33	
20	No. of actual lecture units enrolled inventoried.	A report of actual inventory of lecture units enrolled by	71	72	4	4	5	4.33	
21	No. of enrolment data encoded	A report on enrolment data by curricular program & major	71	72	4	4	5	4.33	
22	No. of graduates data encoded	A report on list of graduates by degree program, major discipline	71	72	4	4	5	4.33	
		<b>DBM Required Reports:</b>							
23	No. of enrolment projections for 3 calendar years	A report on projected enrolment of all courses for the last 3 years	40	52	4	4	5	4.33	
24	No. of total unit enrolment projections by degree program for 3 years	A report on projected total units enrolment by degree program for 3 years	40	52	4	4	5	4.33	
25	No. of FTE units reports for main and external campuses consolidated	A consolidate report on FTE of main & external campus	35	46	4	4	5	4.33	
26	No. of unweighted and weighted enrolment reports by program by level and discipline	A report on unweighted and weighted enrolment by program level, sex and discipline	40	52	4	4	5	4.33	
		<b>Institutional Report</b>							
27	No. of statistical reports prepared	A report of enrolment & other statistical reports	20	26	4	5	5	4.67	
28	No. of Student with scholastic delinquency determined	No. of students processed	200	260	4	5	5	4.67	
29	No. of converted data from MS Access format the Foxbase Database format for backup	Converts data from MS Access format the Foxbase Database format saved	27800	36500	4	4	4	4.00	
30	No. of class rosters corrected	Enter corrections and instructor's name of class rosters	25	33	5	5	5	5.00	
31	No. scholars' grades, GPA and units checked	Check grades, GPA and units enrolled of present and previous semester of applicants for scholarship	700	950	5	5	5	5.00	
32	No. of list students with incomplete grades prepared	Preparing list of students with INC grades	300	390	5	5	5	5.00	
33	No. of grades sheets received & approved	Receiving of grade sheets and approved the submitted grades thru cumulus	1,000	1,300	5	5	5	5.00	
34	No. of reminders prepared	Verifying and preparing list of professor by department who have not submitted the midterm and final grade	30	40	5	5	5	5.00	
35	No. of tracers prepared	Prepare and send communications to Department Head and College Dean of the professor(s) who have not submitted midterm/final grades.	30	40	5	5	5	5.00	
36	No. of report of grades printed	Print report of grades for parents, students and permanent record	10,000	13,300	5	5	5	5.00	
37	No. of pages of report on promotion printed	Print Report on Promotion	300	390	5	5	5	5.00	



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
38		No. of diploma and name cards prepared	Prepares diploma and name cards of main and external campuses.	1,500	1,950	5	5	5	5.00	
39		No. of certifications prepared	Preparation of student certifications	1,500	1,950	5	5	5	5.00	
40		No. of reports prepared	<b>PRC Required Reports</b> A report on the list of graduates	50	65	5	5	4	4.67	
41		No. of reports prepared	<b>CHED Required Reports</b> A report on the list of graduates	50	65	5	5	4	4.67	
42		No. of emails downloaded	Emails downloaded and replied	60	80	5	5	4	4.67	
						191	194	204	196.33	
<b>Total Over-all Rating</b>						<b>4.55</b>	<b>4.62</b>	<b>4.86</b>	<b>4.675</b>	
Average Rating (Total Over-all rating divided by 4)					<b>Comments &amp; Recommendations for Development Purpose:</b>					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING				<b>4.675</b>						
ADJECTIVAL RATING				<b>0</b>						
Evaluate and Rated by:			Recommending Approval:		Recommending Approval:					
<i>MA. EPIFANIA G. TUdTUD</i> MA. EPIFANIA G. TUdTUD			NA		<i>BEATRIZ S. BELONIAS</i> BEATRIZ S. BELONIAS					
University Registrar			Dean/Director		Vice President for Instruction					
Date: _____			Date: _____		Date: _____					

1 – Quality    2 – Efficiency

3 – Timeliness

4 – Average

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: ARNULFO T. GALENZOGA

Position: Admin.Asst.2

**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		(44)				



B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	3.67 ✓				

Overall recommendation

: *Arnel should minimize his absent + tardiness. He should find ways to be able to accomplish his work faster*

*MA. EPIFANIA G. TUDTUD*

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GALENZOGA, Arnulfo T.**

Performance Rating: **JANUARY TO JUNE 2019**

Aim: To gain more knowledge and skills in class scheduling.

Proposed Interventions to Improve Performance:

Date: Target Date: March 30, 2020

First Step: Explore on the possibility of collaboration with other schools who have developed class scheduling system and for Mr. Galenzoga to be trained on how the class scheduling system developed can be implemented in VSU.

Result: \_\_\_\_\_

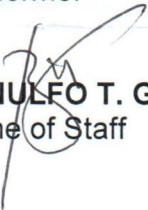
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: The University Registrar will contact other schools who have a well developed class scheduling systems and establish linkage with these schools for possible collaboration.

Prepared by:   
**MA. EPIFANIA G. TUdTUD**  
Unit Head

Conforme:  
  
**ARNULFO T. GALENZOGA**  
Name of Staff