



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

**Annex P**

Name of Administrative Staff: **HOMER LOIS P. NAPOLES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.2970
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.4499
<b>TOTAL NUMERICAL RATING</b>			<b>4.747</b>

TOTAL NUMERICAL RATING: 4.747


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.747


FINAL NUMERICAL RATING 4.747

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**HOMER LOIS P. NAPOLES**  
Name of Staff


Reviewed by:

  
**MARWEN A. CASTAÑEDA**  
Department/Office Head

Recommending Approval:

**NA**  
Dean/Director


Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Visayas State University  
OFFICE OF THE UNIVERSITY REGISTRAR  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **HOMER LOIS P. NAPOLES**, School Credits Evaluator of the Office 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 **July to December 2021**.

  
**HOMER LOIS P. NAPOLES**  
School Credits Evaluator  
Date: \_\_\_\_\_

  
**MARWEN A. CASTANEDA**  
University Registrar  
Date: \_\_\_\_\_

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
REG MFO 1: Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Evaluate records and accredit units earned by transferees	90%	100%	5	5	4	4.67	
		Checks and validate certificate of registration of assigned courses	90%	100%	5	5	4	4.67	
		Prepare permanent records of new students and file enrollment forms and other pertinent documents	90%	100%	5	4	4	4.33	
		Prepare request of permanent records of students from the last school attended	90%	100%	5	4	4	4.33	
		Updates and evaluates student records of assigned courses	90%	100%	5	4	4	4.33	
		Prepares checklist with grades of continuing students and determine if regular and irregular and distribute to the respective department	90%	100%	5	4	4	4.33	
	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Evaluates status of students who applied for a scholarship of the assigned courses	90%	100%	5	4	4	4.33	
		Issues certifications to students that are required for scholarships	90%	100%	5	5	4	4.67	
		Facilitates queries of students requesting their documents required for scholarship application	90%	100%	5	5	4	4.67	



MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Checks and evaluate records of students who applied for the change of degree/major of the assigned courses	90%	100%	5	5	4	4.67	
		Issues checklist with grades to students that are required for the change of degree/major	90%	100%	5	5	4	4.67	
		Facilitates requests/queries of students applying the change of degree/major	90%	100%	5	5	4	4.67	
	PI 3: Percentage of diploma, TOR, and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	Re-evaluates and prepares the list of candidates for graduation	90%	100%	5	5	4	4.67	
		Monitors student deficiencies and notifies respective departments	90%	100%	5	4	4	4.33	
		Prepares and releases transcript of records and certifications	90%	100%	5	5	5	5.00	
		Checks and verify entries in the diploma before the signature of the University Secretary and the President	90%	100%	5	5	5	5.00	
		Checks entries and reflect mark up in the transcript of records for correction as assigned	90%	100%	5	5	4	4.67	
		Releases diploma of the assigned courses	90%	100%	5	5	5	5.00	
	REG MFO 2: Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Prepares certification of authentication and verification of students and alumni	90%	100%	5	5	4	4.67
Complies verification request of students and alumni as requested by employment agencies			90%	100%	5	5	4	4.67	
Facilitates and authenticate TOR, diploma, and certifications of students as requested			90%	100%	5	5	4	4.67	
PI 2: Percentage of prospective honor graduates identified, ranked, and results reported		Determine GPA and prepare prospective list of candidates for Latin Honors of assigned courses	90%	100%	5	5	5	5.00	
		Determine and re-compute GPA of the final list of candidates for Latin Honors of assigned courses	90%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
REG MFO 3: Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	Files certificate of registration and report of grades of assigned courses	90%	100%	5	4	4	4.33	
		Files application for graduation, transmittal, approval sheet, clearance, and other documents submitted by the graduating students	90%	100%	5	4	4	4.33	
		Monitors and update students lacking requirements and inform the student of their deficiency	90%	100%	5	4	4	4.33	
		Identify and sort active and inactive students' permanent records	90%	100%	5	5	4	4.67	
		Ensures and secures the safety of the students' permanent records	90%	100%	5	5	4	4.67	
		Ensures facilities and equipment of the records room are functioning and secures that the records are properly locked and lights and airconditioning units are properly turned off	90%	100%	5	5	4	4.67	
	PI 2: Percentage of student information encoded and stored in data base	Updates INC grades upon receipt of completion of grades	90%	100%	5	5	5	5.00	
		Notifies instructors regarding INC grades incurred by their students	90%	100%	5	4	4	4.33	
		Notifies instructors regarding their unsubmitted grades	90%	100%	5	5	5	5.00	
	PI 3: Number of inactive records scanned and stored in electronic copies	Scans students' permanent record pertinent documents	250	452	5	5	5	5.00	
		Stores and files scanned students' permanent records to systematic electronic records directory	250	452	5	5	5	5.00	
REG MFO 4: Administrative and Facilitative Services	PI 1: Number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Facilitates information queries/requests in consideration with Data Privacy, FOI, and VSU Code and Standards	500	915	5	5	5	5.00	
		Facilitates compliance of authorized person to present Special Power of Attorney	30	76	5	5	5	5.00	
	PI 2: Number of times government and university regulations are enforced	Updates signages and notices of the Office of the University Registrar for CSC compliance and clientele information drive	30	40	5	5	5	5.00	



MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
	PI 3: Number of documents acted upon	Prepares and issues transcript of records (second issuance and other walk-in request)	50	124	5	5	4	4.67	
		Prepares and issues certifications	50	329	5	5	5	5.00	
		Prepares and issues transfer credentials	24	25	5	5	4	4.67	
		Complies school to school request for official transcript of records	12	30	5	5	4	4.67	
		Prepares and issues follow-up request for students credentials	12	16	5	5	4	4.67	
		Scans documents from hard copy to electronic copy and submits	50	168	5	5	5	5.00	
	PI 4: Number of personnel supervised and monitored, and offices consulted and coordinated	Consults and coordinates with departments regarding student matters	3	8	5	5	4	4.67	
	PI 5: Percentage of queries served on time	Answers queries on time from registrar Messenger account	90%	100%	5	5	4	4.67	Service Discontinued in the 2nd half of the year
		Answers queries on time from registrar Gmail account	90%	100%	5	5	4	4.67	
		Posts announcement of the Office of the University Registrar to official Facebook page	90%	100%	5	5	5	5.00	
REG MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Zero incident client complaints	0	0	5	5	5	5.00	
Best practices/new initiatives:	Submit proposals for the improvement of the Office of the University Registrar services		2	3	5	5	5	5.00	OUR Building proposal, office committees and releasing schedule
Total Overall Rating					245.00	235.00	213.00	231.00	

Average Rating	4.71
Additional Points:	
Punctuality	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations for Development Purpose:**

Allow to study graduate course or attend relevant trainings related to job

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									

Evaluated and Rated by:



**MARWEN A. CASTAÑEDA**

Department/Unit Head

Date: 07/07/2021

Recommending Approval:

N/A

Dean/Director

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

Approved:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/10/22

1- Quality

2- Efficiency

3- Timeliness

4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2021**

Name of Staff: **HOMER LOIS P. NAPOLES**

Position: **SCHOOL CREDITS EVALUATOR**

**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>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						
Average Score		4.833				

Overall recommendation : \_\_\_\_\_

  
**MARWEN A. CASTAÑEDA**  
 Printed Name and Signature  
 Head of Office



# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: Office of the University Registrar


Head of Office: MARWEN A. CASTAÑEDA

Name of Personnel: NAPOLES, HOMER LOIS P.


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Check daily office activities and monitor performance output	Regular day-to-day haggle re:evaluation and records management outputs	July 23, 2021 September 28, 2021 October 22, 2021 November 25, 2021	✓		
<b>Coaching</b>  Follow-up office work output as a group	Regular guidance and checking of output	July 23, 2021	✓	Responsible Team #1	

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

Conducted by:

  
MARWEN A. CASTAÑEDA  
 Immediate Supervisor

Noted by:

  
BEATRIZ S. BELONIAS  
 Next Higher Supervisor

"Exhibit G"

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NAPOLES, Homer Lois P.

Performance Rating: July to December 2021

Aim: Mr. Napoles will attain more knowledge on physical and electronic records' safekeeping, and will also improve his time management skills.

Proposed Interventions to Improve Performance:

Date: August 2021 Target Date: November 2021

First Step: Mr. Napoles to attend webinars about records' safekeeping and time management.

Result: Mr. Napoles was able to attend work-related online sessions/topics being offered by the University which is also very helpful in his professional advancement like the ISO Re/Awareness webinar.

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


Next Step:

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


Final Step/Recommendation:

Mr. Napoles be allowed to attend webinars as suggested.

Prepared by:

  
**MARWEN A. CASTAÑEDA**  
Unit Head

Conforme:

  
**HOMER LOIS P. NAPOLES**  
Name of Staff