



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERIAM M. LUNA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
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:

AM

MERIAM M. LUNA

Name of Staff

Reviewed by:

Christina A. Gabrillo

CHRISTINA A. GABRILLO

Department/Office Head

Approved:

Aleli A. Villocino

ALELI A. VILLOCINO

Vice President for SAS

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERIAM M. LUNA**, of the **Dean of Students 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** to **June, 2024**.

MERIAM M. LUNA

Ratee

Approved:

CHRISTINA A. GABRILLO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ISO 9001:2015 aligned documents and compliant processes	Percentage of clients served rated the services receive at least very satisfactory or higher	Administrative Aide/Staff	95% of clients rated services as very satisfactory or higher	100%	5.00	5.00	5.00	5.00	
	Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Prepare QRM & Assist in preparation ISO evidences of GOOIs, NC, RFCA & etc. for compliant	100%	100%	5.00	4.00	5.00	4.67	
ARTA aligned frontline services	Efficient & customer friendly frontline service	Administrative Aide/Staff	Zero percent complaint from clients served	0%	5.00	5.00	5.00	5.00	
		>Prepare of Certificates (CGMC, CA, & etc.)	250	422	5.00	5.00	5.00	5.00	
		> Prepare Payrolls- Student VSU Funded Scholars, Student	70	136	5.00	5.00	5.00	5.00	

Administrative and Support Services	Number of Administrative services and financial/administrative documents acted within time frame	Assistant, Job Orders, & etc.							
		>Prepare Vouchers/ Travel papers, PRs/RIS/Reimbursement & others	30	23	4.00	4.00	4.00	4.00	
		> Prepare Appointment of DBGF, Organization Advisers', Dormitory Advisers', Casual & Job Orders	35	49	5.00	5.00	5.00	5.00	
		>Prepare Office PPMP & Purchase Request of DSO, SWSO, CJSO, SDSO, SSGAO, Dormitories & etc.	10	39	5.00	5.00	5.00	5.00	
		>Prepare notice of meetings, request for overtime, travel orders, memos, OIC, attendance sheet, trip ticket & others	30	68	5.00	5.00	5.00	5.00	
		>Facilitating students availing VSU dormitory facilities	600	900	5.00	5.00	5.00	5.00	
		>Recording of incoming/outgoing documents	450	600	5.00	5.00	5.00	5.00	
		Attendance to meetings/ seminars/ trainings/ workshops/ orientation & conferences	5	5	5.00	4.00	4.00	4.33	

		>Filing of office documents-communications, memo, reports, student clearances, approved S.A form & others.	1000	1100	5.00	4.00	4.00	4.33	
		>Facilitating and screen clients of the Dean of Students and Answer In-coming Telephone calls	1000	1200	4.00	5.00	5.00	4.33	
Total Over-all Rating								66.66	

Average Rating (Total Over-all rating divided by 14)		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

*Kinda to your great work.
Keep it up!*

Evaluated & Rated by:

Christina A. Gabrillo
CHRISTIANA A. GABRILLO
 Department/Unit Head
 Date: 7-22-2024

Recommending Approval:

Christina A. Gabrillo
CHRISTINA A. GABRILLO
 Dean of Students
 Date: 7-22-2024

Approved by:

Aleli A. Villocino
ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services
 Date: 7-29-2024

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo

Number of Personnel: 7

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Jan. 10, 2024 Jan. 25, 2024 Jan. 26, 2024 Jan. 31, 2024 Feb. 28, 2024 Apr. 17, 2024 May 27, 2024 June 3, 2024 June 10, 2024 June 11, 2024 June 24, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
Coaching	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, ISPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation

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

Conducted by:


CHRISTINA A. GABRILLO
Dean of Students

Noted by:


ALELI A. VILLOCINO
Vice-President, Student Affairs and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MERIAM M. LUNA**

Performance Rating: **OUTSTANDING**

Aim: To be an effective administrative support for the implementation of the student affairs services and programs and to identify areas for self-improvement

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step:

- Participation in workshop-seminars on team building.
- Participation in seminars and workshops on databasing of vouchers, payrolls, and other documents
- Reorientation on the proper management and filing of office hard copy documents

Results:

- Capacitated in handling office documents

Date: January, 2024

Target Date: June, 2024

Next Step:

- Continue attending seminars-workshops on proper handling of office documents through the ISO process

Outcomes:

- Traceability of documents
- Improved customer services and values work
- Knows how to protect assorted files

Final Step/Recommendation:

- Be converted from casual to regular employee

Prepared by:



CHRISTINA A. GABRILLO

Unit Head

Conforme:



MERIAM M. LUNA

Name of Ratee Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: Meriam M. Luna

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		59				

DEAN OF STUDENTS OFFICE

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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		4.92				

Overall recommendation : _____


CHRISTINA A. GABRILLO
 Printed Name and Signature
 Head of Office

DEAN OF STUDENTS OFFICE

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