



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOAN ROSEMARIE A. BANZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: **4.90**

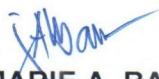
Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: **4.90**

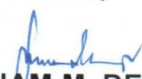
FINAL NUMERICAL RATING **4.90**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JOAN ROSEMARIE A. BANZON
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, **Joan Rosemarie A. Banzon**, 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 **July 1 to December 31, 2023**.

JOAN ROSEMARIE A. BANZON

Ratee

1/22/24

Approved:

MIRIAM M. DE LA TORRE

Head of Unit

1/22/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UR MFO 1. Registration Services	PI 1: Percentage of projected students officially enrolled and registered	1. Checks and validates Certificate of Registration (COR) of assigned courses	100%	100% of 480 Graduate Students	5	5	5	5	
		2. Coordinate with the Admission's Office regarding enrolment concerns	100%	100%	5	5	5	5	
		3. Facilitate concerns during enrolment period	100%	100%	5	5	5	5	
UR MFO 2. Graduation Services	PI 1. Percentage of students identified as candidates for graduation	1. Prepares list of candidates for graduation	100%	100%	5	5	5	5	
		2. Monitors and update students lacking requirements and inform the student of their deficiency	100%	100%	5	5	4	4.667	
	PI 4. Percentage of TOR prepared, processed, signed, sealed and released as 1st issuance to graduates	1. Prepares and releases Transcript of Records (TOR) of graduating students on assigned courses	100%	100% of 98 graduating students	5	5	5	5	
		2. Checks entries in the TOR of graduating students	100%	100%	5	5	5	5	
		3. Checks entries in the diploma of graduating students before the signature of University Secretary and President	100%	100% of 89 graduating students	5	5	5	5	
UR MFO 3. Evaluation and Authentication Services	PI 1: Percentage of requests for scholastic records checked, evaluated and verified	1. Complies verification request of students and alumni as requested by employment agencies	100%	100%	5	5	4	4.667	
		2. Assist in facilitating and authenticating TOR, diploma, and certification of students as requested	100%	100% of 6 requests	5	5	5	5	
	PI 2. Percentage of students scholastic records evaluated for identification of academic status/standing	1. Evaluate records and accredit units earned by transferees.	100%	100% of 90 transferees	5	5	5	5	
		2. Checks and evaluates continuing students of assigned courses	100%	100% of 480 Graduate Students	5	5	5	5	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UR MFO 4. Student Records Management Services	PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	1. Files Registration Forms, COR, Transfer Credentials, PSA-BC, PSA-MC, PCW, RPCW, Readmission, Nomination/change of GAC, change of graduate status, approved LOA, etc. of assigned courses	100%	100%	5	5	4	4.667	
		2. Files application for graduation, clearance, approval sheets, Compre & Final Exam Result, Tree planting, and other documents submitted by the graduating students.	100%	100%	5	5	4	4.667	
		3. Identify and sort active and inactive students' permanent records	100%	100%	5	5	4	4.667	
		5. Ensure and secures the safety of the students' permanent records	100%	100%	5	5	5	5	
	PI 2. Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	1. Prepares permanent records of new students and files enrolment forms and other pertinent documents	100%	100% of 110 Graduate Students with credentials	5	5	4	4.667	
	PI 3. Percentage of student information encoded and stored in database	1. Update and encodes student personal information and thesis title in the Cumulus System	100%	100%	5	5	4	4.667	
OUR MFO 4. Administrative and Facilitative Services	PI 1. Percentage of online requests and email queries responded on time	1. Answer requests and queries on time from different mediums	100%	100%	5	5	5	5	
	PI 6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards	1. Facilitates information queries/requests (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	100%	100%	5	5	5	5	
		2. Assists in the enforcement of academic policies and regulations	100%	100%	5	5	5	5	
		3. Secures integrity and confidentiality of records	100%	100%	5	5	5	5	
	PI 8. Percentage of request for dropping facilitated, encoded and filed	1. Checks student records and signs dropping of subjects form	100%	100% of 3 Graduate Students	5	5	5	5	
	PI 9. Percentage of Form 137/TOR officially requested for issuance	1. Prepares request of permanent records (F-137, TOR) of students from the last school attended	100%	100% of 59 of requests	5	5	4	4.667	

Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
				Q ¹	E ²	T ³	A ⁴	
PI 11. Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed	1. Checks, countersigns and files student clearance, readmission, PCW, RPCW, thesis outline, approved LOA, change major/minor field, change graduate status of graduate students	100%	100% of 157 documents	5	5	4	4.667	
PI 15. Number of personnel directly supervised, monitored and coordinated	1. Consults and coordinates with departments/colleges regarding student matters	100%	100%	5	5	4	4.667	
	2. Consults and coordinates with other Registrar's Office unit/staff	100%	100%	5	5	5	5	
	3. Assists in the evaluation of the performance of the University Registrar personnel	100%	100%	5	5	5	5	
PI 16. Number of linkages with external agencies maintained	Attends to transctions with government offices and agencies regarding matters related to the functions of the office	100%	100%	5	5	5	5	
PI 18. Number of quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard	Complies and adhere to the ISO 9001:2015 standards	100%	100%	5	5	5	5	
PI 19. Number of staff meetings conducted/facilitated and seminars/trainings attended	Facilitate, take down notes and prepare minutes of the Registrar's staff meeting	100%	100%	4	5	4	4.333	
PI 20. Percentage of administrative documents acted within time frame	1. Prepares and issues Transcript of Records	100%	100%	5	5	5	5	
	2. Prepares and issues certifications	100%	100%	5	5	5	5	
	3. Prepares and issues folow-up request for student credentials	100%	100%	5	5	5	5	
	4. Types communications/correspondence	100%	100%	5	5	5	5	
	5. Receives and facilitates the signing and approval of documents	100%	100%	5	5	5	5	
	6. Signs authentications, certifications and other documents as Officer-in-charge in the office	100%	100%	5	5	5	5	
PI 21. Percentage of action plans implemented and monitored as scheduled	Assits in the implementation and monitoring of action plans	100%	100%	5	5	4	4.667	

	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UR MFO 6: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Clients served within the day	Zero percent of complaints not acted	Zero percent of complaints not acted	5	5	5	5	
OTHER DUTIES	Percentage of procured supplies and materials, and disbursed funds	1. Procures office supplies (petty cash)	100%	100%	5	5	4	4.667	
		2. Maintains records on office expenses, supplies and equipment	100%	100%	5	5	5	5	
		3. Disburses funds for office expenses	100%	100%	5	5	5	5	
Total Over-all Rating					4.976	5.00	4.69	4.89	
	Average Rating (Total Over-all rating divided by 4)		4.89	Comments & Recommendations for Development Purpose: The Registrar staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of her duties and responsibilities.					
Additional Points:									
	Punctuality								
	Approved Additional points (with copy of approval)								
FINAL RATING			4.89						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


MIRIAM M. DE LA TORRE

OIC, University Registrar

Date: 1/22/24

1 – Quality

2 – Efficiency

Recommending Approval:

NA


Dean / Director

Date: _____

3 – Timeliness

4 – Average

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/23/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2023**

Name of Staff: **JOAN ROSEMARIE A. BANZON**

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		59/12 = 4.92				

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