



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

**Annex P**

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.71</b>

TOTAL NUMERICAL RATING: **4.71**

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

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.71**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**CHONA A. BRIT**  
Name of Staff

Reviewed by:


**ALELI A. VILLOCINO**  
Department/Office Head

Approved:

**ALELI A. VILLOCINO**  
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHONA A. BRIT**, 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 2023**.

  
**CHONA A. BRIT**  
Ratee

Approved:   
**ALELI A. VILLOCINO**  
Head of Unit

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>	
<b>ODS STO1: ISO 9001:2015 aligned documents and compliant processes</b>	PI.2 Number of quality procedures revised/improved	Revision/Registration of Quality Procedures	2	3	5	4	4	4.33	Updated 3 process but still for final review)
	PI.3 Percentage implementation procedures revised/registered at QAC	Implementation of procedures revised/registered at QAC	100% of procedures implemented	100%	5	5	5	5.00	
	PI.4 Number/Percentage of reports submitted on time to partner agencies and regulatory bodies	Prepare and submit reports to partner agencies and or other regulating bodies	100% reports submitted on time	98% reports submitted on time	4	5	5	4.67	
	PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality kept intact and readily available to Auditor	Provide ISO evidences compliant to ODAS/HRM quality procedures	100% compliant	100% compliant	5	5	5	5.00	
<b>ODS STO2: ISO 9001:2015 ARTA aligned frontline services</b>	PI.7 Efficient customer friendly frontline services	Provide Efficient customer friendly frontline services	Zero percent complaint	Zero percent complaint	5	5	5	5.00	

	Number of financial documents signed	Approval of payroll, vouchers and similar documents	50	115	5	5	5	5.00	
ODS GASS 2: Student Welfare Services	PI.17 Number of guidance activities conducted	Conducts facilitates/participates as moderator/speaker/facilitator/committee member in group guidance seminars/activities	10	13	5	5	5	5.00	
	PI.18 Percentage of students counseled	Conduct counseling to walk-in or referred students	4% of the CoEd, CoN and CVM population	3% of the target population counselled	3	5	5	4.33	
	PI 19. Number of student support services manual revised and approved by BOR	Facilitate Review and Updating of the Student Handbook	100% of the draft submitted to UADCO	Retrieving of previous outputs of assigned committees and review of committee membership	3	3	3	3.00	
	PI 20.Number of Student Surveys conducted related to Mental Health	Conducts Survey or Action Research	1 Survey/Action Research	2 Surveys and Data Analyzed for thesis of 1 student	4	4	4	4.00	
	PI 21. Number of peer support members trained and deployed to Colleges/Departments	No. of Junior DBGF's trained and deployed	10	8 (trained only)	3	3	3	3.00	
	Total Overall Rating							87.34	



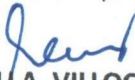
<b>ODS STO3: 1SO 9001:2015 ARTA aligned frontline service</b>	PI.7 Percentage of clients served that rated the services very satisfactory or higher	Guidance Counselor; Head, Student Welfare Services, DOST Scholarship Coordinator; & OIC Dean of Students	90 of clients rated services as very satisfactory or higher	100% of clients rated very satisfactory or higher	5	5	5	5.00	
<b>ODS GASS 1: 1SO Administrative and Support Services</b>	PI.12 Number of administrative services and financial/administrative document acted within time frame	Monitoring of DOST Scholars	1 report per semester	2 reports	5	5	4	4.67	
	PI. 13 Number of formal/informal linkages with external agencies maintained	Create/Maintain linkages with other agencies	2	(DOST & SLT, UNILAB)	5	5	5	5.00	
	PI 14. Number of Council/board/committee assignments served/functions performed	Performs other designated functions or special assignments	3	6 (VEFI, ADPA, GAD, Student Orgs Evaluation, Dorm Mgt)	5	5	5	5.00	
	PI.15 Number of units/heads staff meeting presided	Conduct meeting with DSO Staff/Guidance Counselors	1	2	4	5	5	4.67	
	PI.16 Number of seminars conferences/trainings attended by ODS Staff	Attendance to trainings and conferences	1/year	1	4	5	5	4.67	
	Number of certificates/excuse letter signed	Signs Good moral, Cert of Honors and other certification requested	600	1,575	5	5	5	5.00	
	Number of application for LOA, shifting, S.A., Loan, readmission, ID replacement, permits.	Approval of LOA, S.A. application, permits and other similar documents	100	262	5	5	5	5.00	

Average Rating (Total Over-all rating divided by 4)	4.59	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments &  
Recommendations for  
Development Purpose:**

*Her willingness to listen  
to others and understand  
their point of view is  
highly appreciated by  
her staff, colleagues and  
students.*

Evaluated & Rated by:

  
**ALELI A. VILLOCINO**  
Dept/Unit Head

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

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

Approved by:

  
**ALELI A. VILLOCINO**  
Vice Pres. for Student Affairs & Services

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





## Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: January - June, 2023

 Name of Staff: Chona A. Brit Position: Guidance Coordinator 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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
<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	5.00				

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

  
**ALELIA VILLOCINO**  
 Printed Name and Signature  
 Head of Office

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

Performance Rating: **OUTSTANDING**

Aim: Effective planner and implementor of outcome-based guidance and counselling program for the university system for the welfare of the students and in compliance to the CMO 13, 2013

Proposed Interventions to Improve Performance:

Date: January, 2023 Target Date: June, 2023

**First Step:**

- Re-orientation on the Outcome-based Education principles.
- Participation in seminars and workshops on Outcomes-based Student Affairs and Services

**Results:**

- Mastery in the OBE principles as it applies to student affairs and services
- Revised guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2023

Target Date: December, 2023

**Next Step:**

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students.
- Implement initially revised program during the Student Services Days.

**Outcomes:**

- Effective implementation of the outcomes-based guidance and counseling program

**Final Step/Recommendation:**

- Published modules on the revised guidance program

Prepared by:

  
**ALELY A. VILLOCINO**  
Unit Head

Conforme:

  
**CHONA A. BRIT**  
Name of Ratee Staff