COMPUTATION OF FINAL INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Renato A. Maala**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.557	4.557 x 70%	3.189
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	4.916 x 30%	1.474
TOTAL			**4.663**

EQUIVALENT NUMERICAL RATING: **4.663**
Add: Additional Points, if any: ——
TOTAL NUMERICAL RATING: **4.663**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

RENATO A. MAALA   EUSEBIO D. OLLERAS
Name of Administrative Staff   OIC, Department/Office Head

Recommending Approval:

_____N A_____
Dean / Director

Approved:

BEATRIZ S. BELONIAS
Vice–President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Renato A. Maala, of the Registrar's Office commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018:

RENATO A. MAALA
Ratee

Approved:

EUSEBIO D. OLLERAS
OIC, Unit Head

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q₁	E₂	T₃	A₄	
Student record evaluation	No. of students permanent records updated	1. Updates students permanent record of assigned courses	1,400	1,485	5	5.0	4.5	4.83	
	No. of verifications of records/ grades/ deficiencies	2. Processing application for veri-fications of records/ grades/ deficiencies	175	223	5	4.5	5.0	4.83	
	No. of candidates for grad'n. check and evaluated	3. Checks and evaluate records of candidates for graduation of assigned courses	300	345	5	5.0	4.0	4.67	
	No. of list prepared and consolidated	4. Prepare list of candidates for graduation and furnish copies to the dept., / college deans	4	8	5	5.0	4.5	4.83	
	No. of individual notices of deficiencies of applicants for graduation	5. Prepares individual notices of deficiencies of applicant for graduation	50	125	5	5.0	4.5	4.83	
	No.of clearances of graduating students processed	6. Processing clearances of graduating students	300	345	5	5.0	4.5	4.83	
	No. of transcript of records prepared	7. Preparation of transcript of records	920	1,080	5	5.0	5.0	5.00	
	No. of transfer credential prepared	8. Preparation of transfer credential	65	108	5	5.0	5.0	5.00	
Student record evaluation	No. of certification prepared	9. Preparation of certification	110	136	5	5.0	4.5	4.83	

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MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q_1	E_2	T_3	A_4	
	No. of CAV prepared	10. Prepares CAV of VSU graduates	38	48	5	5.0	4.5	4.83	
	No. of checklist prepared and issued	11. Prepares and issues checklist with grades to students	80	126	5	4.5	4.5	4.67	
	No. of enrolment forms prepared	12. Prepares enrolment forms	1,400	1,420	5	4.5	5.0	4.83	
	No. of enrolment forms issued	13. Issuance of enrolment forms to the students with deficiencies during registration	40	75	5	4.5	4.5	4.67	
	No. of enrolment forms validated	14. Checking and validation of enrolment forms	1,400	1,485	4	4.5	4.5	4.33	
	No. of permanent records prepared	15. Prepares permanent records of new students	450	662	5	4.5	4.5	4.67	
	No. of enrolment forms filed in the permanent records	16. Files in the permanent records the enrolment forms	1,500	1,582	5	4.5	4.5	4.67	
	No. of applications for adding, changing & dropping of subjects processed	17. Process applications for adding, changing & dropping of subjects	120	128	4.5	4.5	4.5	4.50	
	No. of application recorded & filed	18. Record and file the approved applications for dropping/ changing /adding/ withdrawal of subjects	120	128	4.5	5.0	4.5	4.67	
Student record evaluation	No. of requests / follow-up of Form 137-A, TOR and other related credentials	19. Requests / follow-up of Form 137-A, TOR and other related credentials	150	285	5	4.5	4.5	4.67	
	No. of student records evaluated	20. Student record evaluation	300	415	5	4.5	4.5	4.67	
	No. of candidates for latin honors computed & determined	21. Compute and determine candidates for latin honos	-						

MFO & PAPs	Success Indicator	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q_1	E_2	T_3	A_4	
	No. of applications for change of name/ data/ entry in the student record processed	22. Process applications for change of name/ data/ entry in the student record	3	6	5	5.0	5.0	5.00	
	No. of applications for clearance of faculty processed	23. Processing of applications for clearance of faculty	55	68	5	4.5	4.5	4.67	
	No. of contact hours & max. credit hours of part-time instructors and requested subjects being computed	24. Compute contact hours & maximum credit hours of part-time instructors and the requested subjects & submit report to ODAHRD & PRPEO.	75	82	5	4.5	4.5	4.67	
	No. of hours spent in the preparation of enrolment venue	25. Assists in the preparation of enrolment venue	1.5	2	4.5	4.5	4.5	4.50	
	No. of credentials checked and enrolment forms issued	26. Assists in checking credentials and issue enrolment forms to new freshmen	150	310	5 122.5	5.0 118.5	4.5 114.5	4.83 118.50	
					4.711	4.557	4.403	4.557	

Average Rating (Total Over-all rating divided by 4)		4.557

Additional Points:

Punctuality	
Approved Additional points (with copy of approval)	

FINAL RATING	4.557
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

The Registrar's staff should be allowed and be given a chance to attend seminars on topics that are related to the nature of their duties and responsibilities.

Evaluated and Rated by:

EUSEBIO D. OLLERAS
OIC, Dept./Unit Head

Date: _____

Recommending Approval:

Dean / Director

Date _____

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 to December 31, 2018**
Name of Staff: **RENATO A. MAALA**   Position: **Registrar II**

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**				

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	**4.916**					

Overall recommendation   : _____

EUSEBIO D. OLLERAS
OIC, Office Head

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RENATO A. MAALA
Performance Rating: Outstanding
Aim: To maximize productivity potential of Registrar's Office

Proposed Interventions to Improve Performance:

Date: August 10, 2018   Target Date: December 11, 2018

First Step:

Gather all the staff for staff meeting to have a collective assessment on how far have they gone in terms of their respective individual target during the First Semester, 2018-2019 until the enrollment for Second Semester, 2018-2019. Informing the whole staff that starting enrollment for 1st Sem., we will be using and migrating to Cumulus One program and putting into the effect **On-Line Enrollment,** the training they have attended can greatly be applied to the implementation of the new system.

Result:

Evaluation of student records in BEEd, BSEd, DVM, BSDE, BSN and Bachelor of Arts has been completed few weeks before enrolment at least in the preparation of enrollment forms were also completed just in time before enrolment. With the implementation of the Cumulus One, it has somehow make some improvement in our computerization program.

Date: October 13, 2018   Target Date: December 11, 2018

Next Step:

Individual consultation of staff in my office in order to come up with a positive assessment on the duties and responsibilities that are assigned to him. If ever there are things to be improved he will be aware so that he will be able to make the necessary action.

Outcome: Evaluation and updating of student records, preparation of enrollment forms are done right on time. No enrolment forms will be released not unless there was a thorough checking of student records for enrollment and graduation purposes.
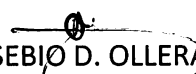
Final Step / Recommendation:

If we have to follow the standard number of student that an evaluator have to handle which is 1 evaluator for every 500 students, the actual number of students that Mr. Maala is handling is about 1,000 students which is double to what is required. During the manpower review/consultation I strongly suggest that additional manpower should be added to the Registrar's Office so that the pressure on Mr. Maala is not too much, just like other evaluators who are handling more than 1,000 students. Much more so with our enrollment figure that has dramatically increased due to the entry of senior high school graduates putting more pressure on the evaluators wherein more than 2,000 new students has been added.

Conforme: Prepared by:

RENATO A. MAALA   EUSEBIO D. OLLERAS
                                                            OIC, Unit Head