



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	4.69	70%	3.283
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.882	30%	1.464
TOTAL NUMERICAL RATING			4.747

TOTAL NUMERICAL RATING: 4.747

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.747

FINAL NUMERICAL RATING 4.747

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JOAN ROSEMARIE A. BANZON

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

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 January to June 2023.

JOAN ROSEMARIE A. BANZON

Ratee

Approved:

MARWEN A. CASTANEDA

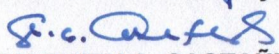
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OUR MFO 1. Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	1. Evaluate records and accredit units earned by transferees	90%	100% of 15 transferees	5	4	4	4.333	
		2. Checks and validates Certificate of Registration (COR) of assigned courses	90%	100% of 405 Graduate Students	5	5	4	4.667	
		3. Prepares permanent records of new students and files enrolment forms and other pertinent documents	90%	100% (136 permanent records)	5	5	4	4.667	
		4. Prepares request of permanent records of students from the last school attended	90%	100% of 80 of requests	5	5	4	4.667	
		5. Checks, updates, and evaluates student records of assigned courses	90%	100% 838 (1stsem & 2ndsem)	5	5	4	4.667	
	PI 3: Percentage of diploma, TOR, and certifications prepared, signed, sealed and released as 1st issuance to graduates	1. Re-evaluates list of candidates for graduation	90%	100%	5	5	4	4.667	
		2. Monitors deficiencies and notifies respective departments	90%	100%	5	5	4	4.667	
		3. Prepares and releases Transcript of Records (TOR) of graduating students on assigned courses	90%	100%	5	5	4	4.667	
		4. Checks entries in the TOR of graduating students	90%	100%	5	5	4	4.667	
		5. Checks entries in the diploma of graduating students before the signature of University Secretary and President							
		6. Releases diploma of graduating students in the assigned courses							
OUR MFO 2. Evaluation and	PI 1: Percentage of scholastic records/credits checked, evaluated,	1. Prepares certification of authentication and verification of students and alumni							

Authentication Services	verified, signed and released	2. Facilitates and authenticates TOR, diploma, and certification of students as requested	90%	100% of 3 requests	5	5	4	4.667	
OUR MFO 3. Student Records Management Services		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.	90%	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 graduating students.	90%	100% of 243 files	5	5	4	4.667	
OUR MFO 4. Administrative and Facilitative Services	PI 1: Percentage of the number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	Issuing, maintaining, retrieving and controlling controlled documents	90%	95%	5	5	4	4.667	
		Assigning of document numbers and other coding controls for document coordination with the DRC	90%	100%	5	5	4	4.667	
		Records in the office are kept, distributed, stored and disposed of according to the quality procedure	90%	100%	5	5	4	4.667	
		Internal documents in the office are reviewed according to the quality procedure	90%	90%	5	5	4	4.667	
		Keeps and files controlled copy of internal documents.	90%	100%	5	5	4	4.667	
		Take down notes and prepare minutes of the Registrar's staff meeting	90%	100%	5	4	4	4.333	
	PI 3: Number of documents acted upon	1. Prepares and issues Transcript of Records	90%	100%	5	5	4	4.667	
		2. Prepares and issues follow-up request for student credentials	90%	100%	5	5	4	4.667	
		3. Checks, signs, and release clearance, readmission, PCW, RPCW, thesis outline, approved LOA, change major/minor field, change graduate status of graduate students	90%	100% of 276 documents	5	5	4	4.667	
		4. Facilitate submission of documents to QAC through regular audits	90%	100%	5	4	4	4.333	
		5. Types communications/correspondence	90%	100%	5	4	4	4.333	
		6. Receives and facilitates the signing and approval of documents	90%	100%	5	5	5	5	
		7. Signs authentications, certifications and other documents as Officer-in-charge in the office	90%	100% of 304 documents	5	5	5	5	

	PI 4: Number of personnel supervised and monitored, and offices consulted and coordinated.	Consults and coordinates with departments regarding student matters	4	4	5	5	4	4.667	
	PI 5: Percentage of queries served on time	1. Facilitates queries through IP messages, emails and phone calls	90%	100%	5	5	4	4.667	
		2. Attends to various inquiries/requests from parents, students and other clients	90%	100%	5	5	5	5	
	PI 6: Percentage of procured supplies and materials, and disbursed funds	1. Procures office supplies (petty cash)	90%	100%	5	5	4	4.667	
		2. Maintains records on office expenses, supplies and equipment	90%	100%	5	5	4	4.667	
		3. Disburses funds for office expenses	90%	100%	5	5	5	5	
	PI 7: Number of meetings, briefings, seminars and trainings.	1. Attendance to meetings, briefings, seminars and trainings.	90%	100% (12 meetings/seminars)	5	5	5	5	
OUR MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Clients served within the day	0 not-acted upon validated complaint	0 acted upon validated complaint	5	5	5	5	
Total Over-all Rating					5	4.88	4.18	4.69	
	Average Rating (Total Over-all rating divided by 4)		4.69	Comments & 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 her duties and responsibilities.					
Additional Points:									
	Punctuality								
	Approved Additional points (with copy of approval)								
FINAL RATING			4.69						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:


MARWEN A. CASTAÑEDA
University Registrar


Date: 13 July 2023

Recommending Approval:

NA
Dean / Director

Date: N/A

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 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				

Vision:
Mission:

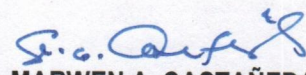
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. UK-23-01

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		24				
Average Score		4.80				

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: BANZON, JOAN ROSEMARIE A.

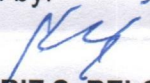
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Check daily office activities and monitor performance output	Regular day-to-day haggle re:ISO matters and document ation	January 5, 2023 January 17, 2023 February 9, 2023 February 20, 2023 March 9, 2023 March 27-28, 2023 May 11, 2023 June 21, 2023	✓		
Coaching Follow-up office work output as a group	Regular guidance and checking of output	June 21, 2023	✓	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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BANZON, Joan Rosemarie A.**
Performance Rating: January 2023 to June 2023

Aim: Ms. Banzon will have to be honed of her leadership, management and decision-making skills necessary for her to perform effectively and efficiently as the Head of the Evaluation and Verification Unit for better delivery of services of the Office of the University Registrar.

Proposed Interventions to Improve Performance:

Date: February 2023 Target Date: June 2023

First Step: Ms. Banzon to attend leadership, management and decision-making skills related trainings/seminars. Likewise, she is strongly encouraged to finish her Masters Degree.

Result: Ms. Banzon was able to attend the suggested orientation/workshop on the above related topics and is showing progress in the above-mentioned skills as required of her current position.

Date: _____ Target Date: _____

Next Step:
Ms. Banzon to continue pursuing her graduate studies.


Outcome: _____

Final Step/Recommendation:
Ms. Banzon to still be allowed to continue attending further seminars as suggested and finish her MS..

Prepared by:


MARWEN A. CASTANEDA
Office Head

Conforme:


JOAN ROSEMARIE A. BANZON
Name of Staff