



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

**Annex P**

Name of Administrative Staff: **CHRISTIE CYRENE T. TAUY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.76</b>

TOTAL NUMERICAL RATING: 4.76

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

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


FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**CHRISTIE CYRENE T. TAUY**  
Name of Staff

Reviewed by:


  
**MANOLO B. LORETO, JR.**  
Dean of Students

Approved:


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

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHRISTIE CYRENE T. TAUY**, of the **Office of the Dean of Students** 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 2021**.

  
**CHRISTIE CYRENE T. TAUY**  
 Ratee

Approved by

  
**MANOLO B. LORETO, JR.**  
 Head of the Unit

MFO's/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Student Welfare Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	90%	100%	5	5	4	4.67	
	Percentage of students followed-up and who availed of consultations	Academic follow-up and consultations	90%	95%	5	4	4	4.33	
	Number of group growth guidance/Psychosocial Support/ seminars/sessions/ activities conducted/initiated	Conducts/facilitates/participates in group guidance/psychosocial support/ seminars/activities	3	6	5	5	5	5.00	
	Number of weekly Serbisyo Estudyante at VSU DYDC radio program conducted	Conducts/Facilitates Serbisyo Estudyante	3	4	5	5	5	5.00	
Student Development Services	Number of leadership seminars/trainings/orientation organized/conducted by USSO/USSC	Conducts/Coordinates orientations/seminars/fora/ trainings/ given to student leaders	1	1	5	5	5	5.00	

	Number of consultations conducted to student leaders	Conducts consultation/kumustahan to student leaders on organization-related issues/matters	15	16	5	4	4	4.33	
	Number of student leaderships evaluated and recommended for attendance to seminars, trainings, conferences and/or conventions outside of the VSU	Evaluates/Endorses student leaders for attendance to seminars, trainings, conventions and conferences.	10	7	3	3	3	3.00	
	Percentage of student organization applicants evaluated and endorsed for recognition 2 weeks after the deadline	Evaluates/screens/ interviews/endorsees applicants for recognition of campus organizations	90%	90%	4	3	3	3.33	
		Issues Certificates of Recognition to accredited organizations	40	45	5	5	4	4.67	
	Number of student organization activities endorsed/monitored (includes tutorials and other academic-related undertakings)	Coordinates/monitors and recommends for approval student organization activities	30	41	5	5	4	4.67	
	Number of collaborative activities/community outreach programs/projects facilitated/coordinated	Coordinates/monitors, recommends for approval collaborative activities/community outreach programs/projects	3	2	4	4	4	4.00	
	Number of developed reference materials for value restoration program	Develops reference materials for VRP	15	17	4	4	4	4.00	
	Number of developed reference guide for Officers Transition	Developed Transition Guide for Officers Transition	1	1	4	5	5	4.67	
	Number of program/institutional accreditation related process supported	Prepares documents for student support services	1	2	5	4	4	4.33	
<b>Administrative &amp; Support Services</b>	Number of Webinars attended	Attends webinars	1	6	5	5	5	5.00	



<b>Aligned Fronline Services</b>	Efficient and Customer Friendly	Responds efficiently/client-friendly	0% complaints	0% complaints	5	5	5	5.00	
<b>Innovations &amp; New Best Practices Development Services</b>	Number of new systems/innovations/proposals introduced and implemented	conducts online Kumustahan & Round table Discussion	2	2	5	4	4	4.33	
	Number of request for expert services in seminar/workshops served/provided	Serves as resource speaker	1	1	5	4	5	4.67	
<b>ISO 9001:2015 Aligned Documents and Compliant Process</b>	Number of procedures/guidelines/processess /activities reviewed/changed for improvement and implementation	Reviews programs/processess/activities/guidelines and recommends changes for improvement	1	2	5	4	4	4.33	
	Number of Information Materials (flyers, brochures, video)Produced or Uploaded and or sent to student leaders	Produces/Uploads fliers/organization-related manuals/readings to online platform	1	1	5	5	5	5.00	
	Percentage compliance of reporting requirements	Submits required reports/documents on time	100%	100% reports submitted on time	5	5	4	4.67	
<b>Other Administrative Services</b>	Number of other administrative services conducted	Checks/audits dormitory/organizations reports	15	18	4	4	3	3.67	
		Reviews and signs resolution to withdraw of students organizations/ dormitories and cottages	5	4	4	5	5	4.67	
		Signs clearance of students	400	426	5	5	5	5.00	
		Serves as officer in-charge of other office sections	2	2	4	5	5	4.67	

Comments &amp; Recommendations for Development Purpose:

Average Rating (Total Over-all rating divided by 25)	4.48	Must pursue masteral degree in guidance and counseling
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval) <b>Head, OSDS</b>	0.2	
FINAL RATING	4.68	
ADJECTIVAL RATING		
FINAL RATING		
ADJECTIVAL RATING	OUTSTANDING	

Evaluated and rated by:



**MANOLO B. LORETO, JR.**  
Unit Head

Recommending Approval:



**MANOLO B. LORETO, JR.**  
Dean, ODS

Approved by:



**ALELI A. VILLOCINO**  
VP for Student Affairs





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2021

Name of Staff: Christie Cyrene T. Taub Position: Guidance Counselor I

**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		4.92				

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



**MANOLO B. LORETO, JR.**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHRISTIE CYRENE T. TAUY**

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, 2021 Target Date: June, 2021

**First Step:**

- 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 testing program appropriate for the requirements of the degree program in CAFS

Date: July, 2021 Target Date: December, 2021

**Next Step:**

- Continue attending seminars-workshops on OBE related to student services
- Participate in training for certification as student affairs and services specialist offered by the UST


**Outcomes:**

- Certified as Student Affairs and Services Specialist
- Improve programs for student welfare and development
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**Final Step/Recommendation:**

- Published modules on the revised development program

Prepared by:

  
**Manolo B. Loreto**  
Unit Head

Conforme:

  
**Christie Cyrene T. Tauy**  
Name of Ratee Staff