



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHRISTAN MIKHAEL D. RESTOR**

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	4.833	30%	1.45
TOTAL NUMERICAL RATING			4.733

TOTAL NUMERICAL RATING: **4.733**

Add: Additional Approved Points, if any: **0**

TOTAL NUMERICAL RATING: **4.733**

FINAL NUMERICAL RATING **4.733**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CHRISTAN MIKHAEL D. RESTOR
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, CHRISTAN MIKHAEL D. RESTOR, of the Registrar's Office 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, 2020

CHRISTAN MIKHAEL D. RESTOR


Ratée

Approved:

MARWEN A. CASTAÑEDA
OIC, Registrar's Office

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHME	RATING				REMARK
						Q1	E2	T3	A4	
OUR MFO 1. Registration and Graduation Services	PI 1:	Percentage of students officially enrolled and registered	Assist class sections projection	90%	95%	5	5	5	5.00	
			Prepare draft Schedule of Classes	92%	94%	5	5	4	4.67	
			Update schedule of classes upon the agreement of higher management	90%	95%	5	5	5	5.00	
			Convert final schedule of classes by block and department to Google Sheet	80%	95%	5	5	5	5.00	
			Encode schedule of class to the cumulus system (Registrar's Database)	100%	100%	5	5	5	5.00	
			Secure list of students who pass the CAT (College Admission Test)	90%	100%	5	5	5	5.00	
			Assist in monitoring the cumulus system, identifying errors and bugs.	90%	95%	5	5	5	5.00	
			Facilitating students having problem with online registration (account recovery, updating email, attaching file and others)	80%	95%	5	5	5	5.00	
			Encode and update students personal data information and assigning subjects according to selected course	90%	98%	5	4	5	4.67	
			Encoding of application for adding/changing/withdrawal of subjects	90%	98%	5	5	5	5.00	
			Create and assign requested subjects	93%	98%	5	5	5	5.00	
			Updates and monitors class size by section during registration	80%	95%	5	5	5	5.00	
			facilitating through manual enrolment for returnee and students shifted	80%	95%	5	5	5	5.00	
			Print CORs of students	93%	95%	5	5	5	5.00	
			Generate enrolment list	98%	100%	5	5	5	5.00	
			Assist in assignments of academic advisers for new students & transferees	90%	98%	5	4	5	4.67	
	PI 2:	Percentage of academic scholarships and curricular changes facilitated and enforced	Provide information for scholarships (Address, birthday and CP number)	98%	100%	5	5	5	5.00	
			assist check and verify GWA, list of students given from USSO	93%	95%	5	5	5	5.00	
			Request for new copy of diploma	100%	100%	5	5	5	5.00	
			Assist the office in preparation of commencement kit	90%	92%	5	5	5	5.00	
	PI 4:	Number of times graduation/commencement related activities are acted upon	Approved Grade Sheet	95%	100%	5	5	4	4.67	
OUR MFO 2. Evaluation and Authentication Services	PI 1:	Percentage of scholastic records/credits checked, evaluated, verified, signed and released	incode freshmen information and update continuing students	85%	90%	5	4	5	4.67	
OUR MFO 3. Student Records Management Services	PI 2:	Percentage of student information encoded and stored in data base	Generate data for student, instructor and departments who requested for research purposes	85%	90%	5	5	5	5.00	

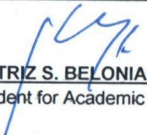
MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHME	RATING				REMARK
						Q1	E2	T3	A4	
OUR MFO 4. Administrative and Facilitative Services	PI 1:	Number of times information are acted upon (in consideration with Data Privacy Act, FOI, VSU Code and Standards)	provide documents to department, colleges and external campus for managment decision	90%	98%	5	5	5	5.00	
	PI 3:	Number of documents acted upon	Consolidate wiht UCC, USSO, Admissions Office, Cash Division during enrollment	90%	94%	5	5	5	5.00	
	PI 4:	Number of personnel supervised and monitored, and offices consulted and coordinated.	Phone calls answered per day	90%	95%	5	5	5	5.00	
	PI 5:	Percentage of queries served on time	IP messages answered per day	93%	97%	5	5	5	5.00	
			Email messages answered per day	90%	95%	5	5	4	4.67	
			Walk-in clients answered	95%	100%	5	5	5	5.00	
			Supervise Encoders and Student assistants	100%	100%	5	5	5	5.00	
PI 6:	Number of student assistants/interns supervised	Attend admission and enrollment meeting	100%	100%	5	5	5	5.00		
PI 7:	Number of committees assigned and designated and committee meetings attended	served client a day	Frequently	Frequently	5	5	5	5.00		
OUR MFO 5: Frontline Services	PI 1:	Efficient and customer-friendly frontline service				4.85	4.62	4.62	4.69	
Total Over-all Rating			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.						
Average Rating (Total Over-all rating divided by 4)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)			4.69							
FINAL RATING			Outstanding							
ADJECTIVAL RATING										

Evaluated & Rated by: 
MARWEN A. CASTAÑEDA
University Registrar

Date: 2/11/21

Recommending Approval: _____
NA
Dean / Director

Date: _____

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 2/11/21

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2020**

Name of Staff: **CHRISTAN MIKHAEL D. RESTOR**

Position: **ADMINISTRATIVE AIDE 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
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58				

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.

Total Score					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					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					4.833

Overall recommendation : _____



MARWEN A. CASTAÑEDA

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RESTOR, Christan Mikhael D.

Performance Rating: July to December 2020

Aim: Mr. Restor to undergo training on the VSU cumulus system maintenance for him to have more confidence and authority in handling data for the Registrar's Office under normal conditions or otherwise.

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: Mr. Restor to attend a month-long training at the UCC on the cumulus maintenance system.

Result: Mr. Restor was not able to attend the suggested training at the UCC since Engr. Sean Villagonzalo suggested instead for an office orientation for all OUR staff set first quarter of 2021. However, Mr. Restor was able to attend the ISO 9001:2015 Awareness/Reawareness last Nov. 27, 2020.

Date: _____ Target Date: _____

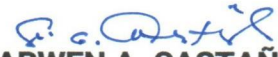
Next Step: _____

Outcome: _____

Final Step/Recommendation:

Mr. Restor be allowed to attend the month-long training together with the OUR staff as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


CHRISTAN MIKHAEL D. RESTOR
Name of Staff