

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JUNITO A. PANONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: **4.77**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING **4.77**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JUNITO A. PANONCE
Name of Staff

Reviewed by:

CHONA A. BRIT
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President for SAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, Junito A. Panonce, Rpm, of the DSO commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December, 2023.

JUNITO A. PANONCE, Rpm

Ratee 1/5/24

Approved:

CHONA A. BRIT, RGC

Head of Unit 1/6/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<i>Efficient and customer-friendly frontline service</i>	Percentage of clients served that rated the services rendered at least very satisfactory or higher	Planned and implemented Institutional Student Programs and Services	95%	98%	5	5	5	5.00	
<i>Institutional Student Programs and Services</i>	Number of students awarded with scholarship/grants and/or monitored	Awarded Student scholarships/grants and/or monitored	500 VSU-funded scholarships & grants; 50 CHED funded; 150 DOST; 200 TES, 150 TDP-TES & 20 privately-funded	1,240 VSU-funded scholarships & grants; 219 CHED funded; 263 DOST; 347 TES, 281 TDP-TES & 105 LGU Ormoc, ATI-RTC 8, 8 DA-Biotech, 2 DSP-DARBS and 5 privately-funded	5	4	4	4.33	
	Number of council/board/committee assignments served/functions performed	Served/Performed functions of committee assignments	2	4	5	5	4	4.67	

Institutional Student Programs and Services	Number of administrative services and financial/administrative documents acted within time frame	Acted administrative services and financial/administrative documents within time frame	100%	100%	5	5	5	5.00	
	Number of quality procedures revised/updated and registered at QAC	Revised/updated and registered at QAC quality procedures	1	3	5	5	5	5.00	
	Percentage of reports submitted on time to partner agencies and other regulatory bodies	Submitted reports on time to partner agencies and other regulatory bodies	100%	100%	5	5	4	4.67	
	Number of new systems/innovations/proposals introduced and implemented	Introduced and implemented new systems/innovations/proposals	0	3	5	5	5	5.00	
	Percentage implementation of processes in accordance with existing approved quality procedures	Implement processes in accordance with existing approved quality procedures	100%	100%	5	4	4	4.33	
Student Welfare Services	No. of raw scores converted to SAI, Per centile Rank and Stanine or Sten	Converted Raw Scores to School Ability Index, Percentile Rank and Stanine or Sten	100	340	5	5	5	5.00	
	Number of psychological tests results interpreted to examinees	Interpreted psychological test results to examinees	50	170	5	5	3	4.33	Test results were ready but interpretation of test results will be implemented 2 nd Semester 2023-2024
	Number of guidance activities conducted and supported	Supported the conduct of guidance activities	2	5	5	5	5	5.00	


Student Welfare Services	Number of request for expert services in seminars/workshops served/provided	Served for request for expert services in seminars/workshops served/provided	1	2	5	5	5	5.00	
	Number of research on student affairs and services conducted	Conducted research on student affairs and services	1	1	5	4	4	4.33	SOS
Total Over-all Rating					65	62	58	61.66	

Average Rating (Total Over-all rating divided by 13)	4.74	Above Average
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.74	Above Average
ADJECTIVAL RATING	OUTSTANDING	


Comments & Recommendations for Development Purpose:

Finish his ~~task~~ Guidance and Counseling.


Evaluated & Rated by:


CHONA A. BRIT
 Dept.,/Unit Head
 Date: 1/8/24

Recommending Approval:


CHONA A. BRIT
 Dean, DSO
 Date: 1/8/24

Approved by:


ALELI A. VILLOCINO
 Vice Pres. for Student Affairs & Services
 Date: 1/15/24

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2023

Name of Staff: Junito A. Panonce Position: Administrative Officer 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				
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	4.83				

Overall recommendation : _____


CHONA A. BRIT
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUNITO A. PANONCE**

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: July, 2023 Target Date: December, 2023

First Step:

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

Results:

- Mastery in the in the Flexible Delivery of Student Affairs and Services
- Revised testing program appropriate for the requirements of the degree program

Date: July, 2023 Target Date: December, 2023

Next Step:

- Continue attending seminars-workshops for Student Affairs Practitioners.
- Participate in training for certification as student affairs and services

Outcomes:

- Certified as Student Affairs and Services Specialist
- Improve programs for student welfare and development

Final Step/Recommendation:

- Published modules on the revised development program

Prepared by:


CHONA A. BRIT
Unit Head

Conforme:


JUNITO A. PANONCE
Name of Ratee Staff