



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

"Annex P"

Name of Administrative Staff: HOMER LOIS P. NAPOLES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assesment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:


HOMER LOIS P. NAPOLES

Name of Staff



MARWEN A. CASTANEDA

Department/Unit Head

Recommending Approval:

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

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Page 1 of 1

FM-PRO-14


v1 05-27-2020


No. 267

Visayas State University
OFFICE OF THE UNIVERSITY REGISTRAR
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **HOMER LOIS P. NAPOLES**, School Credits Evaluator of the Office of the University Registrar, 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 2020**.


HOMER LOIS P. NAPOLES
School Credits Evaluator
Date: _____


MARWEN A. CASTAÑEDA
University Registrar
Date: _____

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
REG MFO 1: Registration and Graduation Services	PI 1: Percentage of students officially enrolled and registered	Checks credentials of incoming and transfer students	100%	50%	5	5	4	4.67	
		Evaluates transfer students credentials	100%	50%	5	4	5	4.67	
		Prepares evaluation sheet(s) for crediting of subjects of transfer students	100%	50%	5	5	4	4.67	
		Validates students' certificate of registration	100%	50%	5	5	5	5.00	
	PI 2: Percentage of academic scholarships and curricular changes facilitated and enforced	Facilitates request for certifications required for scholarships	90%	50%	5	5	4	4.67	
		Checks receipts of the request for certifications required for scholarships	90%	50%	5	5	5	5.00	
		Evaluates students' permanent record for issuance of certifications required for scholarships	90%	50%	5	4	4	4.33	
		Prepares certifications required for scholarships	90%	50%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Releases certifications required for scholarships	90%	50%	5	5	5	5.00	
		Countersigns students' application for change of degree program/major	100%	50%	5	5	5	5.00	
		Files students' application for change of degree program/major to the respective students' permanent record folder	90%	50%	5	5	4	4.67	
REG MFO 2: Evaluation and Authentication Services	PI 1: Percentage of scholastic records/credits checked, evaluated, verified, signed and released	Facilitates issuance form requesting for evaluation of scholastic records	90%	50%	5	5	5	5.00	
		Processes request for evaluation of scholastic records	90%	50%	5	4	4	4.33	
		Facilitates requests for verification of students record	90%	50%	5	5	5	5.00	
		Processes requests for verification of students record	90%	50%	5	4	4	4.33	
		Facilitates requests for CAV of non-graduates students	90%	50%	5	5	5	5.00	
		Facilitates requests for CAV of graduates students	90%	50%	5	5	5	5.00	
		Processes requests for CAV of non-graduates students	90%	50%	5	4	4	4.33	
		Processes requests for CAV of graduates students	90%	50%	5	4	4	4.33	
		Checks students' credentials	90%	50%	5	5	5	5.00	
		Evaluates students' scholastic records	90%	50%	5	4	4	4.33	
		Verifies students' credentials and scholastic records	90%	50%	5	4	4	4.33	
		Releases students' evaluation of scholastic records	90%	50%	5	5	5	5.00	
		Releases students' verification of students record results	90%	50%	5	5	5	5.00	


MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
	PI 2: Percentage of prospective honor graduates identified, ranked, and results reported	Releases CAV of non-graduates students	90%	50%	5	5	5	5.00	
		Releases CAV of graduates students	90%	50%	5	5	5	5.00	
		Identifies honor graduates GPA	100%	50%	5	4	4	4.33	
		Ranks honor graduates GPA	100%	50%	5	5	5	5.00	
		Submits ranking reports of honor graduates GPA	100%	50%	5	5	5	5.00	
REG MFO 3: Student Records Management Services	PI 1: Percentage of student records updated, sorted, prepared, checked, filed, systematically stored and secured in designated shelves in the Records Room	Prepares students' permanent records jacket for new students	90%	50%	4	4	4	4.00	
		Files evaluation sheet(s) of transferees to students' permanent record jacket	90%	50%	5	4	4	4.33	
		Request students' permanent record from previous school	90%	50%	5	5	4	4.67	
		Follows-up request for students' pemanent record from previous school	90%	50%	5	5	4	4.67	
		Re-evaluates assigned students' permanent record	90%	50%	5	4	4	4.33	
		Monitors students' academic standing	90%	50%	4	5	4	4.33	
		Countersigns students' other pertinent documents	100%	50%	5	5	5	5.00	
		Files students' other pertinent documents	90%	50%	5	5	4	4.67	
		Follows-up students' application for graduation	90%	50%	5	4	4	4.33	
		Releases updated students' checklist	90%	50%	5	5	5	5.00	
		Evaluates student grades of candidates for graduation and latin honors	100%	50%	5	4	4	4.33	
		Prepares list of candidates for graduation and latin honors	100%	50%	5	5	5	5.00	
		Prepares control list of deficiencies for graduating candidate	100%	50%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
		Checks students' permanent records pertinent documents	90%	50%	5	5	5	5.00	
	PI 2: Percentage of student information encoded and stored in data base	Updates INC grades upon submission of completion of grades form	90%	50%	5	5	4	4.67	
		Notifies instructors regarding their INC grades	90%	50%	5	4	4	4.33	
		Notifies instructors regarding their unsubmitted grades	90%	50%	5	4	4	4.33	
	PI 3: Number of inactive records scanned and stored in electronic copies	Scans students' permanent record pertinent documents	250	189	5	5	4	4.67	
		Stores scanned students' permanent records to systematic electronic records	250	189	5	4	4	4.33	
REG 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)	Facilitates information requests from Hiring Agencies and other government agencies	10	24	5	5	4	4.67	
	PI 2: Number of times government and university regulations are enforced	Requires authorized person to present Authorization Letter/Special Power of Attorney	20	33	4	5	5	4.67	
		Updates signages and notices of the Office of the University Registrar for CSC, ISO compliance and clientele information drive	5	7	5	5	4	4.67	
	PI 3: Number of documents acted upon	Prepares and submits requested documents or reports to the office of the university registrar and other departments/units	10	8	4	5	4	4.33	
		Conducts information gathering of room utilization and submits to respective offices	3	5	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks	
			Target	Actual						
UMFO 6: General Administration and Support Services (GASS)										
		Prepares and submits proposal of the Office of the University Registrar guidelines and procedures	1	1	5	5	5	5.00		
		Prepares TOR of students	250	166	5	5	4	4.67		
		Prepares certifications of students	250	184	5	5	5	5.00		
		Prepares TC of students	20	16	5	4	4	4.33		
		Countersigns TOR of students	250	166	5	5	5	5.00		
		Countersigns certifications of students	250	184	5	5	5	5.00		
		Countersigns TC of students	20	16	5	5	5	5.00		
		Seals TOR of students	250	166	5	5	5	5.00		
		Seals certifications of students	250	184	5	5	5	5.00		
		Seals TC of students	20	16	5	5	5	5.00		
		Releases TOR of students	250	166	5	5	5	5.00		
		Releases certifications of students	250	184	5	5	5	5.00		
		Releases TC of students	20	16	5	5	5	5.00		
		Processed school to school OTOR of students	10	6	5	4	4	4.33		
		Requests school to school students permanent record file	30	32	5	4	4	4.33		
		Scans documents from hard copy to electronic copy	50	72	5	5	4	4.67		
		PI 4: Number of personnel supervised and monitored, and offices consulted and coordinated	Consults and coordinates with departments regarding student matters	3	7	4	5	5	4.67	
		REG MFO 5: Frontline Services	PI 1: Efficient and customer-friendly frontline service	Zero incident client complaints	0	0	5	5	5	5.00
	Best practices/new initiatives:	Conducts or updates classroom for utilization/evaluation		0	125	5	5	5	5.00	
Total Overall Rating					355.00	340.00	324.00	339.67		

MFO & PAPs	Success Indicators	Tasks Assigned	Accomplishment		Q ¹	E ²	T ³	A ⁴	Remarks
			Target	Actual					
UMFO 6: General Administration and Support Services (GASS)									
Average Rating		4.72			Comments & Recommendations for Development Purpose: Recommend to attend position related trainings and seminars				
Additional Points:									
Punctuality									
Approved Additional Points (with copy of approval)									
FINAL RATING		4.72							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated and Rated by:


MARWEN A. CASTAÑEDA
Department/Unit Head
Date: _____

1- Quality


2- Efficiency

Recommending Approval:

N/A
Dean/Director
Date: _____

3- Timeliness

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 12/4/20

4- Average



INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

Rating Period: JANUARY - JUNE 2020

Name of Staff: HOMER LOIS P. NAPOLES

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 exceed 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 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 task 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 his/her work which is easily retrievable when needed.		5	4	3	2	1
8. Suggest new ways to further improve his/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 the clientele.		5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement for his work accomplishment.		5	4	3	2	1
12. Willing to be trained and developed.		5	4	3	2	1
Total Score		57				

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Page 1 of 2

FM-PRO-14

v1 05-27-2020


No.

267



B. Leadership and Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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 the 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	5	4	3	2	1
Total Score	N/A				
Average Score	4.75				

Overall Recommendation: _____


MARWEN A. CASTANEDA
Name of Head

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Page 2 of 2

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FM-PRO-14

v1 05-27-2020

No. 267

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NAPOLES, Homer Lois P.
Performance Rating: January to June 2020

Aim: Mr. Napoles will attain more knowledge on physical and electronic records' safekeeping, and will also improve his time management skills.

Proposed Interventions to Improve Performance:

Date: February 2020 Target Date: June 2020

First Step: Mr. Napoles to attend seminars/trainings about records' safekeeping and time management.

Result: Mr. Napoles was not able to attend the suggested seminars/trainings due to the pandemic where operations at the Registrar's Office were focused more on the class schedule adjustments and work from home schemes.

Date: _____ Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

Mr. Napoles be allowed to attend seminars/trainings as suggested.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


HOMER LOIS P. NAPOLES
Name of Staff