



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CHONA A. BRIT**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.81	70%	3.37
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by: 

Chona A. Brit
Name of Staff

Reviewed by:


Manolo B. Loreto
Department/Office Head

Recommending Approval:


Manolo B. Loreto
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM

I, **Chona A. Brit, RGC**, of the **USSO** 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**, 2019.

gmb
CHONA A. BRIT, RGC
Ratee

Approved:

Manolo B. Loreto, Jr.
MANOLO B. LORETO, JR.
Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Recruitment & Admission Services	No. of Freshmen College Admission Test Applicants Evaluated/Interviewed	Evaluate /Interview applicants for admission	100	215	5	4	5	4.67	Special CAT in VSU-Isabel
Student Welfare Unit: Guidance & Counseling Services	Percentage of referred students/walk-in clients counseled	Individual and group counseling (personal/social; career)	87%	87%	4	5	4	4.33	
	Percentage of students with academic deficiencies followed-up	Academic follow-up and consultations	86%	85%	4	4	4.00	4.00	
	Number of group growth guidance seminars/sessions/ activities conducted	Conducts/facilitates/p articipates as moderator/speaker/f acilitator/committee member in group guidance seminars/activities	6	3	4	4	5	4.33	

Control No. 098

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
	Number information service-activities conducted	Acts as resource person; Disseminates information/inquiries; Updates bulletin boards/fliers	6	8	4	5	4	4.33	
	Number of other guidance related activities attended	Member/participant, presider, secretary, echoer	3	2	4	4	5	4.33	
Institutional Student Services: Scholarship & Financial Assistance Unit	Number of poor/disadvantaged students served by the support services for non-academic needs	Coordinate screening/facilitate renewal of CHED Tulong-Dunong & ESGP-PA Grantees	400	455	4	5	4	4.33	
	Number of students with scholarship and grants	Evaluates applications for VSU Funded Scholarships and Grants	500	573	4	4	5	4.33	
	Percentage of approved application for VISCA SELF and SAFE Loans	Assess applications for VISCA SELF and SAFE loans	86%	85%	4	5	5	4.67	
	Number of students' scholarship forum, awarding and SAFE Loan orientation coordinated/conducted	Coordinate scholarship forum, scholarship awarding and SAFE Loan orientation conducted	9	10	5	5	5	5.00	SLT Scholarship Awarding, SAFE Loan Orientation


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
	No. of Financial & administrative documents/reports prepared	Monitoring of other agency or private funded scholars	21	25	4	5	5	4.67	
		Records minutes of the Student Scholarship Committee meetings	3	3	4	4	4	4.00	
		Prepare list of scholars or grantees for billing or for Payment	20	25	4	5	5	4.67	
General Administration and Support Services	No. of programs/institutional accreditation related process supported	Provide documents requested for accreditation	3	5	5	5	5	5.00	
Other Accomplishment	Number of meetings fora/symposia coordinated/conducted	Coordinated meetings, trainings/seminars for scholars, grantees and Coordinators	3	3	4	5	4	4.33	
Administrative Support & Services	Number of Scholarship Certification , Excuse Letter & other similar documents issued	Issue Certification for Refund/Enrolment or Validation of Exam Permit	230	260	4	5	5	4.67	
	Percentage of application for shifting approved within 1 hour	Endorse for approval of application for shifting	84%	85%	5	5	5	5.00	
	Number of students' clearance signed	Signs clearance of students	20	30	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A	
Efficient and customer-friendly frontline service	Zero complaint from clients UNATTENDED	Guidance Counselor; University Scholarship Coordinator; & Other Administrative Services Provider	0% Complaint Unattended	0	5	5	5	5.00	
Total Over-all Rating								86.67	


Average Rating (Total Over-all rating divided by 18)	4.81
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.81
ADJECTIVAL RATING	OUTSTANDING

Comments & recommendation for development purpose: Must pursue doctorate studies in guidance and counseling within the next 2 years


Evaluated and rated by:


 MANOLO B. LORETO, JR
 Dean, USSO
 Date Feb. 12, 2020

Recommending Approval:


 MANOLO B. LORETO, JR.
 Dean, USSO
 Date: Feb. 12, 2020

Approved by:


 BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

Name of Staff: Chona A. Brit

Position: Guidance Counselor 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

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

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				
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	60				
Average Score	5.00				

Overall recommendation : Must pursue doctorate degree in Guidance and Counseling

MANOLO B. LORETO JR.

Name of Head

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

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CHONA A. BRIT**

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, 2019 Target Date: June, 2019

First Step:

- Re-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 guidance and counseling program anchored on evidence-based concept and assessment
- Field test the revised guidance and counseling program to the VSU Scholars and grantees

Date: July, 2019

Target Date: December, 2019

Next Step:

- Continue attending seminars-workshops on OBE related to student services
- Continue fine tuning the guidance and counseling program to address the needs of the students in the College of Engineering
- Implement initially revised program during the University Student Services Days

Outcomes:

- Effective implementation of the outcomes-based guidance and counseling program

Final Step/Recommendation:

- Published modules on the revised guidance program

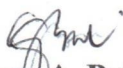
Prepared by:



Manolo B. Loreto

Unit Head

Conforme:



Chona A. Brit

Name of Ratee Staff