



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JANNET LESLIE EVELYN S. CODOG**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.89

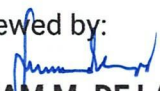
FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



JANNET LESLIE EVELYN S. CODOG
Administrative Aide IV

Reviewed by:


MIRIAM M. DE LA TORRE
Immediate Supervisor

Recommending Approval:

Approved:

N/A
Dean/Director

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANNET LESLIE EVELYN S. CODOG**, of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2024

JANNET LESLIE EVELYN S. CODOG

Ratee 9/10/24

Approved:

MIRIAM M. DE LA TORRE

Head of Unit

9/10/24

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services (GASS)									
OVPAAs MFO 1. Administrative and Facilitative Services									
OUR MFO 4: Student Records Management Services									
	PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	Received and recorded of class rosters	90%	100% of received and recorded of class rosters (694)	5	5	5	5.00	
		Received and record approved application for graduation to students	90%	100% of received and record approved application for graduation to students (1,453)	5	5	5	5.00	
		Receives and record registration form	90%	100% of receives and record registration form (7538)	5	5	5	5.00	
		Received Mails and records (form 137, PSA, TC, OTOR)	100%	100% of received Mails and records (form 137, PSA, TC, OTOR) (2,747)	5	5	5	5.00	
OUR MFO 3: Evaluation and Authentication Services									
	PI 1. Percentage of requests for scholastic records checked, evaluated and verified	Authenticated TOR, diploma and certificate of students	20%	100% of authenticated TOR, diploma and certificate of students (30)	5	5	5	5.00	
OUR MFO 5: Administrative & Facilitative Services									

	PI 2. Percentage of submitted grade sheets reviewed, validated, and posted	Received and recorded gradesheets submitted by the department	100%	100% of received and recorded gradesheets submitted by the department (1st sem SY2022-2023-2, 233; 2nd sem SY2022-2023-1,838; Mid Year 254)	5	5	4	4.67	
	PI 4. Percentage of requests for re-issuance of Diploma prepared, processed, and released	Received and recorded approved request re-issuance of diploma	100%	100% (62)	5	5	5	5.00	
	PI 6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards	Received and recorded requests for data related to enrollment, graduation, academic, etc	100%	100%	5	5	5	5.00	
		Issuing, maintaining, retrieving and controlling controlled documents	100%	100%	5	5	4	4.67	
		Assigned of documents number and other coding controls for document coordination with the DRC	100%	100%	5	5	5	5.00	
		Internal documents in the office are reviewed accordingly to the quality procedure	100%	100%	4	5	5	4.67	
	PI 7. Percentage of grade completion encoded and posted	Received and record completion forms to student with INC grades from the department	100%	100% of (110 2nd sem 23-24, 991 1st sem 23-24, 1 mid year 23-24; 884 2nd sem 22-23, 108 mid year 23-24)	5	5	5	5.00	
	PI 8. Percentage of request for dropping facilitated, encoded and filed	Record and facilitate approved dropping of subjects	100%	100% (248)	5	5	5	5.00	
	PI 11. Percentage of LOA, readmission, shifting, and student clearance facilitated, signed, and filed	Record and facilitate approved LOA, readmission, shifting, clearance	100%	100% of LOA, readmission, shifting, and student clearance (LOA-83, READ-53, Shifting-33, Approved clearance- 1052)	5	5	5	5.00	
	PI 19. Number of staff meetings conducted and facilitated	Take down notes and prepare minutes of the Registrar's staff meeting	1	1	5	5	4	4.67	
	PI 20. Percentage of administrative documents acted within time frame	Received and facilitated the signing of approval of documents	100%	100%	5	5	5	5.00	
		Facilitated submission of documents to QAC through regular audits	100%	100%	5	5	4	4.67	
		Received change of academic adviser	100%	100% of received change of academic advise (227)	5	5	5	5.00	

		Typed communications/correspondence	100%	100%	5	5	5	5.00	
	PI 21. Percentage of action plans implemented and monitored as scheduled		100%	100%	5	5	4	4.67	
	PI 22. Percentage of NCs received and acted	Received and recorded NCs	0%	1	5	5	5	5.00	
	PI 23. Percentage of CARs received and acted	Received and recorded CARs	0%	2	5	5	5	5.00	
OVPAA MFO 2. Frontline Services									
OUR MFO 6: Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Client served with the day	Zero percent of complaints not acted	Zero percent of complaints not acted	5	5	5	5.00	
Total Over-all Rating								113.00	

Average Rating (Total Over-all rating divided by # of entries)					Comments & Recommendations for Development Purpose: Highly dedicated & focused in work. Though highly admirable but need to establish work-life balance in order to sustain long term productivity & prevent burnout. Should attend wellness programs/sessions.				
Additional Points:				4.91					
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.91					
ADJECTIVAL RATING									

Evaluated and Rated by:


MIRIAM M. DE LA TORRE
 OIC, University Registrar

Date: 9/10/24

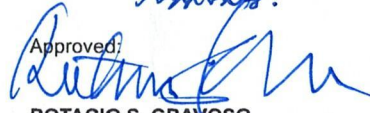
- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Recommending Approval:

N/A
 Dean/Director

Date: _____

Approved:


ROTACIO S. GRAVOSO
 VP for Academic Affairs

Date: 09/10/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024

Name of Staff: JANNET LESLIE EVELYN S. CODOG

Position: ADMINISTRATIVE AIDE IV

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		58/12 = 4.87				
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						
Overall recommendation:						


MIRIAM M. DE LA TORRE
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANNET LESLIE EVELYN S. CODOG

Performance Rating: January-June 2024

Aim: To further sustain long term productivity and prevent burnout.

Proposed Interventions to Improve Performance: Attendance to wellness programs/sessions.

Date: _____ Target Date: CY 2024 and 2025

First Step: Attended in-house trainings related to the job as a short break from office routine work.

Result: Was able to apply the learnings and got a short break from being too focused in work

Date: _____ Target Date: _____

Next Step: _____

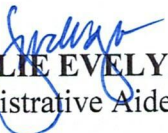
Outcome: _____

Final Step/Recommendation: Attendance to wellness program/session to further sustain long term productivity and prevent burnout.

Prepared by:


MIRIAM M. DE LA TORRE
OIC, University Registrar *akoly*

Conforme:


JANNET LESLIE EVELYN S. CODOG
Administrative Aide IV *akoly*