



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORMA O. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.388
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.449
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: 4.84


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.84


FINAL NUMERICAL RATING **4.84**

ADJECTIVAL RATING **OUTSTANDING**


Prepared by:


NORMA O. VILLAS
Name of Staff

Reviewed by:


MARWEN A. CASTANADA
Department/Office Head

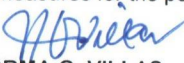
Recommending Approval:

Approved: NA
Dean/Director

BEATRIZ S. BELONIAS
Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Norma O. Villas, of the Registrar's Office 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 - June 2021


NORMA O. VILLAS
 Ratee

Approved:


MARWEN A. CASTANEDA
 Head of Unit

MFO/PAPS		Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Registration and Graduation Services	Percentage of Enrollment and graduation materials prepared	Preparation of enrollment and graduation materials	35%	37%	5	5	5	5.00	
Administrative and Facilitative Services	No. of reports	Preparation of office reports	10	15	5	5	5	5.00	
	No. of comm./ correspondence	Types communications/ correspondence	20	30	5	5	5	5.00	
	No. of TOR/ Form 137-A, birth certificates and request for TOR received and recorded	Receives and records TOR/ FORM 137-A, Birth Certificates and requests for TOR from school principals and students	1,000	1,405	5	5	5	5	
	Percentage of documents facilitated for signature & approval	Receives and facilitates the signing and approval of documents	40%	55%	5	5	5	5.00	
	Percentage of communication and documents	Maintaining files of communications and documents	40%	51%	5	5	4	4.66	
	Percentage of inquiries / requests	Attending to various inquiries/requests from parents, students and other clients	45%	48%	5	5	5	5.00	
	Percentage of requests, vouchers and communications	Follow-up requests, vouchers and communications	40%	50%	5	5	5	5.00	
	No. of communications, memo.	Routing of communications, memo to all Registrar's staff for information	25	38	5	5	5	5.00	
	Percentage of of clients	Attends to clients transacting business through the phone/IP messages	45%	55%	5	5	5	5.00	
	No. of meetings/ appointments	Jotting reminders to Registrar's meeting/appointments	25	40	5	5	5	5.00	
	No. of DTRs	Checks DTRs of Registrar's staff before submitting for signature	125	145	5	5	4	4.66	
	Percentage of copies	Sorting printed copies of office forms	40%	42%	5	5	4	4.66	
	No. of class rosters and gradesheets	Receiving and recording class rosters and gradesheets	125	239	5	5	4	4.66	

MFO/PAPS		Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of communications received and recorded	C.INFORMATION AND RECORDS MANAGEMENT C-1 Receiving and recording incoming and outgoing communications/documents	2,500	3,193	5	5	4	4.66	
		D. PREPARATION OF STANDARD GOVERNMENT FORMS							
		D2- RIS	3	3	5	5	5	5.00	
	No. of Cash Advance	D6- Cash Advance	1	3	5	5	4	4.66	
	No. of payroll	D9- Payroll	15	18	5	5	5	5.00	
	No. of request	D11- Request of Overtime	2	4	5	5	5	5.00	
	No. of PR	D13- PR	14	16	5	5	4	4.66	
		D16- OR/BUR	30	33	5	5	4	4.66	
	No. of DV	D17- DV	13	15	5	5	5	5.00	
	No. of Inspection report	D18- Inspection and Acceptance report	7	8	5	4	4	4.33	
	No. of Claims/ Reimbursements	D19- Claims/ Reimbursements	5	7	5	5	5	5	
		H. PREPARATION OF PLANS AND REPORTS							
	No. of APP	H21- APP	2	2	5	5	5	5.00	
	Percentage of documents submitted/retrieved	K. OTHER SERVICES K1. Messengerial	40%	48%	5	4	4	4.33	
Total Over-all Rating					5	4.92	4.61	4.84	
Average Rating (Total Over-all rating divided by 4)			4.84						
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.84						
ADJECTIVAL RATING			Outstanding	Outstanding					

Comments & Recommendation for Development Purpose:

The Registrar's staff should be allowed and be given a chance to attend seminars on topics regarding retirement benefits.

Evaluated & Rated by:


MARWEN A. CASTAÑEDA
Dept./Office Head

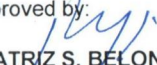
Date: _____

Recommending Approval

NA
Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Date: 10/6/21

1-Quality

2 Efficiency

3 Timeliness

4 Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2021**

Name of Staff: **NORMA O. VILLAS**

Position: **ADMINISTRATIVE AIDE VI**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing toward 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	(5)	4	3	2	1

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.


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improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 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	58				
Average Score	4.833				

Overall recommendation : _____


MARWEN A. CASTAÑEDA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VILLAS, Norma O.
Performance Rating: January to June 2021

Aim: Ms. Villas to prepare herself for her mandatory retirement next year.

Proposed Interventions to Improve Performance:

Date: February 2021 Target Date: June 2021

First Step: Ms. Villas needs to attend pre and post retirement webinars.

Result: Ms. Villas was able to attend pre-retirement webinar in preparation for her retirement.

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

Ms. Villas be allowed to prepare her documents for her retirement.

Prepared by:


MARWEN A. CASTAÑEDA
Unit Head

Conforme:


NORMA O. VILLAS
Name of Staff