



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ARNULFO T. GALENZOGA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.680	70%	3.276
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.425
TOTAL NUMERICAL RATING			4.701

TOTAL NUMERICAL RATING: 4.701

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.701

FINAL NUMERICAL RATING 4.701

ADJECTIVAL RATING: Outstanding

Prepared by:

ARNULFO T. GALENZOGA
Name of Staff

Reviewed by:

MA. EPIFANIA G. TUdTUD
Department/Office Head

Recommending Approval:

NA

Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

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.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARNULFO T. GALENZOGA**, 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 July 1 to December 31, 2019

ARNULFO T. GALENZOGA
Ratee

Approved:  **MA. EPIFANIA G. TUUDUD**
University Registrar

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
Data base management of student records	1	Draft prepared	Prepare Schedule of Classes (college & senior high)	1300	1906	4	4	5	4.33	
	2	Final schedule prepared		1300	1906	4	4	5	4.33	
			Preparation of examination schedules:							
	3	No. Schedule of exams prepared	Midterm	1300	1906	4	4	5	4.33	
	4		Finals	1300	1906	4	4	5	4.33	
	5	No. of schedule of classes finalized	Convert the final schedule of classes by block and by department to MS Word format	130	170	4	4	4	4.00	
	6	No. of class schedule encoded from Foxbase to MS Access database	Encode schedule of classes from Foxbase to MS Access Database	1300	1906	4	4	4	4.00	
	7	No. of encoded subjects and personal data encoded	Encoding of subjects enrolled and personal data	33000	43201	4	5	5	4.67	
	8	No. of exam schedule printed	Printing of exam schedules by department	20	26	4	4	5	4.33	
	9	No. of applications encoded.	Encoding of application for adding/changing/withdrawal of subjects	500	650	5	5	5	5.00	
	10	No. of section/classes monitored	Updates and monitors class size by section during registration (summer/1stsem/2ndsem)	1300	1906	5	5	5	5.00	
	11	No. of Certificate of Registration (COR) printed	Print CORs of students	6000	6520	5	5	5	5.00	
	12	No. of enrollment list (<i>in pages</i>) prepared	Preparation of enrolment list	100	158	5	5	5	5.00	
	13	No. of students assigned	Prepares assignments of academic advisers for new students & transferees	2000	2680	5	5	5	5.00	
	14	No. of students assisted	Assists students conducting research required in their classes/degree.	15	20	5	5	5	5.00	
	15	No. of course shifter encoded	Encodes continuing students shifted to another curriculum	100	130	5	5	5	5.00	
			Prepare list of candidates for graduation:							
	16	No. of pages prepared	a. departments information	10	13	5	5	5	5.00	
	17	No. of pages prepared	b. graduation rehearsal and program	10	13	5	5	5	5.00	
	18	No. graduates with Latin Honors granteed automatic civil service eligibility.	Prepares list of graduates with Latin Honors for submission to the Civil Service Commission for granting them automatic civil service eligibility.	6	8	5	5	5	5.00	
			CHED Required Reports:							
	19	No. of actual laboratory units enrolled inventoried	A report of inventory of laboratory units actually enrolled by curricular program & major discipline	71	92	5	5	5	5.00	

MFO/PAPs		SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
						Q ¹	E ²	T ³	A ⁴	
	20	No. of actual lecture units enrolled inventoried.	A report of actual inventory of lecture units enrolled by curricular program & major discipline	71	92	5	5	5	5.00	
	21	No. of enrolment data encoded	A report on enrolment data by curricular program & major discipline for the last 3 years & current semester	71	92	5	5	5	5.00	
	22	No. of graduates data encoded	A report on list of graduates by degree program, major discipline for the last 4 years.	71	92	5	5	5	5.00	
		DBM Required Reports:								
	23	No. of enrolment projections for 3 calendar years	A report on projected enrolment of all courses for the last 3 years	40	52	4	4	5	4.33	
	24	No. of total unit enrolment projections by degree program for 3 years	A report on projected total units enrolment by degree program for 3 years	40	52	4	4	5	4.33	
	25	No. of FTE units reports for main and external campuses consolidated	A consolidate report on FTE of main & external campus	40	52	4	4	5	4.33	
	26	No. of unweighted and weighted enrolment reports by program by level and discipline	A report on unweighted and weighted enrolment by program level, sex and discipline	40	52	4	4	5	4.33	
		Institutional Report								
	27	No. of statistical reports prepared	A report of enrolment & other statistical reports	20	26	4	5	5	4.67	
	28	No. of Student with scholastic delinquency determined	No. of students processed	200	275	4	5	5	4.67	
	29	No. of converted data from MS Access format the Foxbase Database format for backup	Converts data from MS Access format the Foxbase Database format saved	26500	35200	4	4	4	4.00	
	30	No. of class rosters corrected	Enter corrections and instructor's name of class rosters	25	35	5	5	5	5.00	
	31	No. of list students with incomplete grades prepared	Preparing list of students with INC grades	300	390	5	5	5	5.00	
	32	No. of pages of report on promotion printed	Print Report on Promotion	300	390	5	5	5	5.00	
						145	148	157	150.00	
						4.53	4.63	4.91	4.688	
		Total Over-all Rating								
		Average Rating (Total Over-all rating divided by 4)				Comments & Recommendations for Development Purpose: <i>Should be given a chance to attend seminars/ training regularly updates on computers</i>				
		Additional Points:								
		Punctuality								
		Approved Additional points (with copy of approval)								
		FINAL RATING			4.688					
		ADJECTIVAL RATING								
		Evaluate and Rated by:	Recommending Approval:		Recommending Approval:					
		MA. EPIFANIA G. TUdTUD	NA		BEATRIZ S. BELONIAS					
		University Registrar	Dean/Director		Vice President for Instruction					
		Date:	Date:		Date:					

1 – Quality 2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2019

Name of Staff: ARNULFO T. GALENZOGA Position: ADMIN. ASST. 2

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

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Total Score		57				
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		4.75				

Overall recommendation : _____


MA. EPIFANIA G. TUdTUD
University Registrar

Name of Employee: **ARNULFO T. GALENZOGA**
 Performance Rating: Outstanding
 Aim: To maximize productivity potential of Registrar's Office

Proposed Interventions to Improve Performance:

Date: August 10, 2019

Target Date: December 15, 2019

First Step:

Gather all the staff for staff meeting to have a collective assessment on how far have they gone in terms of their respective individual target during the First Semester, 2019-2020 until the enrollment for Second Semester, 2019-2020. Informing the whole staff that On-Line Enrolment will be strictly enforce during Second Semester, 2019- 2020.

Result:

Preparation of Class Schedule which requires 2 months in preparation can finally be implemented and sent to different departments for counter checking/suggestion and be ready for final printing and encoded in the system just in time for enrollment and posted in the student portal for the On Line viewing of students for easy plotting of schedule. Approving of final grades submitted by instructors on line only after the hard copy of the grade sheet has been received by the office.

Date: October 13, 2019

Target Date: December 15, 2019

Next Step:

Individual consultation of staff in the office in order to come up with a positive assessment on the duties and responsibilities that are assigned to him. If ever there are things to be improved he will be aware so that he will be able to make the necessary action.

Outcome:

In the On-Line Enrollment students can now determine their deficiencies using the Student's portal and at the same time academic adviser also can advise by viewing the academic advisers portal the subjects enrolled by their advisees. Updating & deleting of subjects can be done by the adviser and if all subjects are all in place the adviser locks the student enrolled subjects on line and now ready to print their respective Registration Form. Since Departmental Schedule and the Block schedule can be viewed on line it gives students easy access for easy of schedule and they now have access for On-Line Registration.

Final Step / Recommendation:

Since Registrar's office has made some enrollment innovation although not fully computerized yet at least it helps in the enrollment process. With the implementation of the Cumulus One, it has somehow make some improvement in our computerization program and On-Line Enrollment has already been implemented and more than 5,682 students have availed of the on line enrollment. A much great leap compared to the old system.

Conforme:

ARNULFO T. GALEZOGA
 Admin. Asst. 2

Prepared by:

MA. EPIFANIA G. TUdTUD
 University Registrar