

7081
8/16

ELIEZER L. VELASCO

Office Head	1	Casual	3
Regular Staff	6		
Job Order	3	TOTAL . . .	13

BUDGET : P2,669,337.50

[illegible]

[illegible]

Other Outputs	1. No. of office documents, incoming and outgoint documents received / recorded / filed	N. Villas ↓	9,600	100%	114% 11,000	5	5	5	5
	2. No. of Requests of professors to change schedule of classes/conduct of examinations outside regular schedule and make-up classes.		600	100%	100%	5	5	5	5
	3. No. of meeting attended such as curriculum committee ,Academic/ Administrative Council and Ad Hoc Committees	E. Velasco ↓	30	100%	100%	5	5	5	5
	4.No. of documents signed by the Registrar		9,600	100%	114% 11,000	5	5	5	5
	5. No. of Identification cards (I.D.for students and staff processed.	Norman Villas M. Bartolini	495	100%	100%	5	5	5	5
New innovation	6.Devised a computer system putting registrar's services on-line: a) student grades b) departmental/Blocked Schedule c. Facebook d. Cumulus One	Norman Villas	4	100%	100%	5	5	5	5
Total Over-all Rating						4.9	4.75	4.8	5
Average Rating									4.86
Adjectival Rating	OUTSTANDING								4.86

Received by:

Calibrated by:

Recommending Approval:

Approved by:

REMBERTO A. PATINDOL

BEATRIZ S. BELONIAS

EDGARDO E. TULIN

Planning Office

PMT

Vice President

President

Date : _____

Date : _____

Date : _____

1 – quality

2 – Efficiency

3 - Timeliness