



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ANALOU S. MONTEJO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.10	70%	2.87
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.42	30%	1.026
TOTAL NUMERICAL RATING			3.896

TOTAL NUMERICAL RATING: 3.896

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 3.896

FINAL NUMERICAL RATING 3.896

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ANALOU S. MONTEJO
Name of Staff

Reviewed by:

VENICE B. IBAÑEZ
Department/Office Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ACCOMPLISHMENT

Annalou Montejo, of the Department of Hospitality Management 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 to June 2020.

Annalou Montejo
ANALOU MONTEJO
Ratee *July 6, 2020*

Approved:

FB
VENICE B. IBÁÑEZ *July 6, 2020*
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating			Remarks	
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer -friendly frontline service	0% complaint from client served	95% no complaint	95% no complaint	95% no complaint	4	4	4	4	

	Percent of documents delivered, facilitated and processed	Deliver, facilitate and process documents	80%	90%	4	4	4	4	
Student Services	Documents/forms requested by Students serve on time 1. Internal Clearance 2. Registration Permit 3. Students Waiver 4. Completion of INC's, Application for change of subjects/schedules etc.	Served Documents on time as requested	80%	95%	4	4	4	4	
	Percentage of requested documents issued on time	Issued Documents on time as requested	80%	85%	4	4	4	4	
	% in photocopy of instructional materials, syllabus, course outlines and examinations	Photocopy IMS, syllabus, course outlines and examinations as requested	80%	85%	5	5	4	4.67	
Admin. Performance Evaluation	Number of evaluation computed and results submitted to OVPA/PRPEO within the deadline during evaluation period	Conducted Adm. Performance evaluation and submitted result to OVPI/PRPEO	2	0					No TPES conducted due to pandemic

Secretariat Works	<p>Number of documents prepared/submitted on time</p> <ul style="list-style-type: none"> • Communications • Standard government forms <ul style="list-style-type: none"> ○ Trip tickets ○ RIS ○ Travel Order ○ DTR ○ Payrolls ○ Application for Leave ○ Appointments/Contratcts ○ Purchase Requests ○ ORS/BURS ○ Disbursement Vouchers ○ Personal Data Sheet ○ SALN 	Submitted and prepared on time communications and standard government forms	50	70	4	4	4	4	
Other Services	Receive/record/deliver documents and other materials to instructors, advisers of students and other offices inside/outside of VSU	Receive/record/de liver documents and other materials to instructors, advisers of	50	60	4	4	4	4	

		students and other offices inside/outside of VSU							
Total Over-all Rating									

Average Rating(Total Over-all rating divided by 7)		4.10
Additional Points:		—
Punctuality		—
Approved Additional points (with copy of approval)		—
FINAL RATING		4.10
ADJECTIVAL RATING		

Comments & Recommendation for Development Purpose:

Not applicable (will retire effective October 18, 2020)

VB
VENICE B. IBÁÑEZ
Department Head

Evaluated & Rated by:

VB
VENICE B. IBÁÑEZ
Department Head
Date: July 6, 2020

Recommending Approval:

MNS
MOISES NEIL V. SERIÑO
Dean, CME
Date: July 6, 2020

Approved by:

BB
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 12/17/20

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: ANALOU S. MONTEJO Position: Admin Aide (Clerk)

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		41				
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		41				
Average Score		41/12 = 3.42				

Overall recommendation : Not applicable; to retired by Oct. 2020

VERNE J. BARRER
 Printed Name and Signature
 Head of Office