

VSU GUEST HOUSE and PAVILION

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

LENITA L. CAINTIC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.5	70%	3.15
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
	4.6		

TOTAL NUMERICAL RATING:	4.6
Add: Additional Approved Points, if any:	
TOTAL NUMERICAL RATING:	

FINAL NUMERICAL RATING 4.6

ADJECTIVAL RATING: <u>Very Satisfactory</u>

Prepared by: Reviewed by:

ARRAH MAE C. GODOY
Name of Staff

GINAS AUREA A. VILLAGONZALO
Dept./Office Head

Recommending Approval:

CRISLIN CRUZ-CORTEZ

B & RG Director

Approved:

GLENN G. PAJARES

VP for Planning & Development

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LENITA L. CAINTIC**, of the VSU Pavilion and Guest House, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>July</u> to <u>December 2024</u>.

ACamitic LENITA L. CAINTIC

Ratee

Approved:

GINAS AUREA A. VILLAGONZALO

Head of Unit

				Actual		Rat	ing		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2024	Accomplishmen t July-December 2024	Q ¹	E ²	T ³	A ⁴	15 JO workers in support to operation
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	Zero valid complaint	No valid complaint	4	5	5	4.67	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	 Takes charge of inventory of food supplies and ingredients. 	200 stocks inventoried	100 stocks inventoried	4	4	5	4.33	
		 Wash dishes, kitchen utensils and maintains cleanliness. 	1500 catering services & canteen operations	800 catering and canteen operations	5	4	5	4.67	
		Assist in food serving /control.	1500 catering services & canteen operations	800 catering and canteen operations	5	4	4	4.33	
Total Over-all Rating								18	

Average Rating (Total Over-all rating divided by 4)	4.5
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.5
ADJECTIVAL RATING	Very Satisfactory

Comments	8	Recommendations	fo
Developmen	nt	Purpose:	

Need to attend capacity building seminars/trainings.

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GINAS AUREA A. VILLAGONZALO

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

Unit Head

Recommending Approval:

CRISLIN CRUZ-CORTEZ
B & RG Director

Date	
LIATE	
Dute	•

Approved:

GLENN G. PAJARES

VP for Planning & Development

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

1st	Q U
2 nd	A R
3 rd	T
4th	R

Name of Office: VSU GUEST and PAVILION

Head of Office: GINAS AUREA A. VILLAGONZALO

Number of Personnel: 19 (3 regular, 1 casual, 15 JO)

Activity Monitoring	Meeting		Memo	Others (Pls.	Remarks	
	One-on-One	Group	Wicilio	specify)		
Monitoring						
Staff Meeting for discuss their role in the organization and their respective work assignments.		As the need arises				
Coaching						
Discuss upcoming events and feedbacks/comments from customers of previous events to improve services and performance		As the need arises				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

GINAS AUREA A. VILLAGONZALO

Immediate Supervisor

CRISLIN CRUZ-CORTEZ

Next Higher Supervisor