



**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)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.6</b>

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

FINAL NUMERICAL RATING 4.6

ADJECTIVAL RATING: Very Satisfactory

Prepared by: afg  
**ARRAH MAE C. GODOY**  
Name of Staff

Reviewed by: [Signature]  
**GINAS AUREA A. VILLAGONZALO**  
Dept./Office Head

Recommending Approval: [Signature]  
**CRISLIN CRUZ-CORTEZ**  
B & RG Director

Approved: **GLENN G. PAJARES**  
VP for Planning & Development

[illegible]

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 & Recommendations for Development Purpose:**

**Need to attend capacity building seminars/trainings.**

Evaluated and Rated by:



**GINAS AUREA A. VILLAGONZALO**

Unit Head

Date: \_\_\_\_\_

Recommending Approval:



**CRISLIN CRUZ-CORTEZ**

B & RG Director

Date: \_\_\_\_\_

Approved:



**GLENN G. PAJARES**

VP for Planning & Development

Date: \_\_\_\_\_

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

**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	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Staff Meeting for discuss their role in the organization and their respective work assignments.		As the need arises			
<b>Coaching</b>  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.*

Conducted by:

  
**GINAS AUREA A. VILLAGONZALO**  
 Immediate Supervisor

Noted by:

  
**CRISLIN CRUZ-CORTEZ**  
 Next Higher Supervisor