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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: FELISA C. RAMADA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.52	70%	3.16
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
		TOTAL NU	MERICAL RATING	4.44

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.44
FINAL NUMERICAL RATING	4.44
ADJECTIVAL RATING:	VERY SATISFACTORY

Prepared by:

FELISA C. RAMADA

Reviewed by:

NEVIN A. PACADA Head, VCO

Recommending Approval:

RYSAN C. GUINOCOR Director, ASO

Approved:

ELWIN JAY V. YU VP for Admin. & Finance



IPCR-2024-1211-240

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Felisa C. Ramada,** of the <u>VSU-Cebu Office</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2024.

FELISA C. RAMADA Ratee

Approved:

IEVINA. PACADA

Head of Office

MEO 0 Porferment			Т	Actual		D.	ating		Γ	
MFO & Performance	Success Indicators	Tasks Assigned	Target	Accomplishments	Q ¹	E ²	T ³	A ⁴	Remarks	
Indicators (PI)	Efficient 9 austomor friendly frontling	Provides customer friendly customer service	0	2-12-13-13-13-13-13-13-13-13-13-13-13-13-13-	u	-	-			
	Efficient & customer friendly frontline	l	compl	0 complaint	4	4	5	4.33		
frontline services	service	Assists in Learning remitteness of collection	Compi			-				
	No. of new systems/innovations/	Assists in keeping remittance of collection	1	1	5	5	4	4.67		
Best Practices		deposited intact per COA rules				_				
GASS 1: VSU-Cebu	No. of guests reservations received	Assists in receiving reservations	10	15	4	5	4	4.33		
Operation and Managemen						_				
	No. of guests welcomed and registered	Welcomes and registers guests for lodging	321	380	4	5	5	4.67		
	at reception									
t .	No. of guests provided room	Prepares/makes up beds for sleeping	383	430	5	5	4	4.67		
/	accomodation			100						
	No. of guestrooms, CRs, lobby, office,	Maintains cleanliness and orderliness of	630	849	5	5	4	4.67		
*	cleaned and maintained	guestrooms and comfort rooms	000	043)	J		4.07		
	No. of ORs issued in lodging	Issues ORs for lodgers upon check out	5	10	4	4	4	4.00		
	accomodation			10	Ť	-	7	4.00		
	No. of linens, curtains, and rugs washed	Assists in washing bed sheets, flat sheets,	930	4 220	5	5	5	5.00		
		pillow cases, curtains, and rugs washed	930	1,320	5	5	5	5.00		
	No. of ORs received from laundry	Delivers packs of linens and towels to	1	7	5	1		4.67		
	service	laundry	4	7	Э	4	5	4.67		
	No. of ORs received from purchasing	Purchases laundry, cleaning, and lodging		45		1	_	4.00		
	of laundry/cleaning/lodging supplies	supplies	9	15	5	4	4	4.33		
	No. of incoming guests assisted at	Assists in carrying luggage, finding taxi, etc.					_	4.07		
	the lodging house	, terrore are come, and tengging of the many	35	46	5	4	5	4.67		
	No. of maintenance/minor repair	Assists/performs maintenance/minor repairs								
	services performed	/ tooloto/porterino maintonarioo/minor ropairo	3	6	5	5	4	4.67		
	No. of weekly general cleaning	Performs weekly general cleaning	 							
	services of the VCO premises	service	22	28	4	5	4	4.33		
		J Sel vice		20	Т		-	1.00		
	performed	Derforms deily watering of ernamental plants	15	20	4	5	4	4.33		
	No. of daily watering of plants	Performs daily watering of ornamental plants	15	20	4	5	4			
Total Over-all Rating								63.33		

Average Rating (Total Over-all rating divided by 14) IPCR-2024-1211-240267 Comments & Recommendations **Additional Points:** for Developmental Purposes: Attended seminar entitled Sparkling Spaces: Mastering the Art of **Punctuality** Approved Additional points (with copy of approval) FINAL RATING 4.52 ADJECTIVAL RATING Recommending Approval: Evaluated and Rated by: Approved By: RYSAN C. GUINOCOR NEVIN A. PACADA Director, ODAS Head, VCO VP for Admin and Hinance Date: 3 - Timeliness 1 - Quality 2 - Efficiency 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: <u>VSU-CEBU OFFICE</u>

Head of Office: NEVIN A. PACADA

Number/Name of Personnel: FELISA C. RAMADA

1st	Q
2 nd	A R
	T E
3 rd	R

Activity Monitoring		Meeting		Others (Pls.	Remarks
	One-on- One	Group	Memo	specify)	Remarks
Monitoring Requested to remind each walk-in guest to make prior lodging reservation to ensure room space; Required to monitor the quality of laundry with service provider in terms of stubborn dirt; Check with each no. of OR booklet if complete with white, pink, and green copies; Adviced not to allow guest to bring pet in guestroom; Insisted to issue OR immediately to guest upon check-out		March 28, 2024 Office Meeting April 29, 2024 Office Meeting June 26, 2024 Office Meeting			
Coaching Required to be ready with all filled-up guest registration and collection 9:am for double checking and preparation for remittance Instructed to double check in requiring lodging guest to fill up mandatory info in guest registration form; Asked to coordinate with other employees when planning dates of leave;		April 29, 2024 Office Meeting May 27, 2024 Office Meeting			

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

Conducted by:

NEVIN A. PACADA Immediate Supervisor Noted by:

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELISA C. R Performance Rating: January 1 to	
Aim: 1. To learn skills in houseke the workspaces	eeping to foster a culture of cleanliness and orderliness in
Proposed Interventions to Improve	Performance:
Date: January 1, 2024	Target Date: June 30, 2024
First Step: Attended seminar entitled Spa May 22, 2024	rkling Spaces: Mastering the Art of Housekeeping on
Result:	
	ekeeping, ensuring that workspaces are not only clean but orking environment conducive to productivity
Date:	Target Date:
Next Step:	
Outcome:	
Final Step/Recommendation: To attend seminar/training on firefi	ghting
	Prepared by:



OFFICER THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2024</u>
Name of Staff: Felisa C. Ramada

Position: Guesthouse Caretaker

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. C	commitment (both for subordinates and supervisors)		5	Scale	9	
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	6	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	6	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			51				
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			0	L			
	Average Score			4.25	;			

Overall recommendation	:	

NEVIN A. PACADA

Printed Name and Signature
Head of Office