



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 NUMERICAL RATING | | | 4.44 |

TOTAL NUMERICAL RATING: 4.44


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

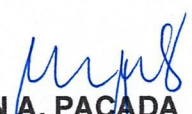
FINAL NUMERICAL RATING 4.44

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


FELISA C. RAMADA
Name of Staff

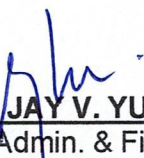
Reviewed by:

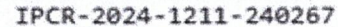

NEVIN A. PACADA
Head, VCO

Recommending Approval:


RYSAN C. GUINOCOR
Director, ASO

Approved:


ELWIN JAY V. YU
VP for Admin. & Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Felisa C. Ramada
FELISA C. RAMADA
Ratee

NEVIN A. PACADA
Head of Office

[illegible]



Average Rating (Total Over-all rating divided by 14)

IPCR-2024-1211-240267 4.52

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

4.52

ADJECTIVAL RATING

Comments &
Recommendations
for Developmental
Purposes:
Attended seminar
entitled Sparkling
Spaces: Mastering
the Art of

Evaluated and Rated by:

Recommending Approval:

Approved By:


NEVIN A. PACADA

Head, VCO


RYSAN C. GUINOCOR

Director, ODAS


ELWIN JAY V. YU

VP for Admin and Finance

Date: 12/10/24

Date: _____

1 - Quality

3 - Timeliness

2 - Efficiency

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU-CEBU OFFICE


Head of Office: NEVIN A. PACADA

Number/Name of Personnel: FELISA C. RAMADA


| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|---|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| 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; Advised 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:


RYSAN C. GUINOCOR
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELISA C. RAMADA**
Performance Rating: **January 1 to June 30, 2024**

Signature: 

Aim: 1. To learn skills in housekeeping to foster a culture of cleanliness and orderliness in the workspaces

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step:

Attended seminar entitled Sparkling Spaces: Mastering the Art of Housekeeping on May 22, 2024

Result:

Knowledge and skills in housekeeping, ensuring that workspaces are not only clean but also organized for a pleasant working environment conducive to productivity

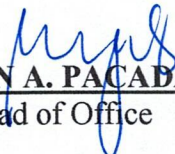
Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:
To attend seminar/training on firefighting

Prepared by:


NEVIN A. PACADA
Head of Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2024**

Name of Staff: **Felisa C. Ramada**

Position: **Guesthouse Caretaker**

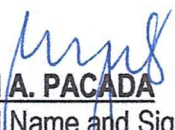
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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. 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 | | 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 | | | | |
| Average Score | | 4.25 | | | | |

Overall recommendation : _____


NEVIN A. PACADA
 Printed Name and Signature
 Head of Office