



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **RIZAL R. TANAID**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Very Satisfactory

Prepared by: ARRAH MAE C. GODOY
Name of Staff

Reviewed by: GINAS AUREA A. VILLAGONZALO
Dept./Office Head


Recommending Approval:

CRISLIN CRUZ-CORTEZ
B & RG Director

Approved:

GLENN G. PAJARES
VP for Planning & Development

RIZAL TANAID
Ratee


GINAS AUREA A. VILLAGONZALO
Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 3)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
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: _____

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

Recommending Approval:


CRISLIN CRUZ-CORTEZ
B & RG Director

Date: _____

Approved


GLENN G. PAJARES
VP for Planning & Development

Date: _____

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			
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.

Conducted by:

GINAS AUREA A. VILLAGONZALO

Immediate Supervisor

Noted by:

CRISLIN CRUZ-CORTEZ

Next Higher Supervisor