

# VSU GUEST HOUSE and PAVILION

### Annex P

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

**RIZAL R. TANAID** 

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

TOTA	AL NUMERI	CAL RATIN	۱G:	
Add:	Additional	Approved	Points.	if a

TOTAL NUMERICAL RATING:

4.75

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

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>RIZAL TANAID</u>, 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>

RIZAL TANAID

Ratee

Approved:

**GINAS AUREA A. VILLAGONZALO** 

Head of Unit

		Target		Actual	Rating			Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2024	Accomplishment July-December 2024	Q <sup>1</sup>	E <sup>2</sup>	<b>T</b> 3	A <sup>4</sup>	15 JO workers in support to operation
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	Zero valid complaint	5	5	4	4.67	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	Take charge in marketing of food supplies and ingredients	1500 catering services & canteen operations	800 catering services and canteen operations	4	5	5	4.67	
Administrative Services	No. financial documents and reports processed	<ul> <li>Take charge in processing of billings and collections</li> <li>Take charge in processing of financial documents and reports.</li> </ul>	1000 financial documents & reports processed	750 financial documents & reports processed	5	5	4	4.67	
Total Over-all Rating								14.01	

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.

valuated	and	Rated	by:
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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
2 <sup>nd</sup>	A R
3 <sup>rd</sup>	Т
4th	E 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)

		MECHANISM				
Activity Monitoring	Meeting		Memo	Others (Pls.	Remarks	
	One-on-One Group	IVICITIO	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.

Conducted by:

**GINAS AUREA A. VILLAGONZALO** 

Immediate Supervisor

Noted by:

CRISLIN CRUZ-CORTEZ

Next Higher Supervisor