

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: **MARY-ANN D. JOYA** (JAN-JUNE 2018)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.66</b>

TOTAL NUMERICAL RATING:  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING:  
ADJECTIVAL RATING:

Prepared by:

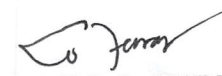
Reviewed by:

  
**MARY-ANN D. JOYA**  
Name of Staff

  
**VELMA P. BONTUYAN**  
Department/Office Head

Recommending Approval:

Approved:


  
**DILBERTO O. FERRAREN**  
Vice President for Planning,  
Resource Generation  
& External Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY-ANN D. JOYA of the Visayas State University, Manila Office, commits to deliver and agree to be rated on the attainment of the following targets/accomplishment in accordance with the indicated measures for the period January-June 2018.

  
**MARY-ANN D. JOYA**  
 Ratee

Approved:

  
**VELMA P. BONTUYAN**  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
Efficient & customer friendly frontline services	Zero percent complaint client	Client served effectively and efficiently	95%	100%	5	5	5	5	
Administrative and Financial Services	100% Accomplishment of monthly Income Report	Lodging report prepared & submitted 5 days before due date	3	4	5	5	4	4.67	
	Collections	No. of receipts issued, error free	0	1	5	5	5	5	
Income Generation	Segration of permanent & temporary files for records keeping	No. of documents segreated							
		- Permanent	70	80	5	5	4	4.67	
		- Temporary	10	14	5	5	4	4.67	
	No. of incoming guests accommodated and served	1.) No. of guests, officials accommodated and served	10	12	4	5	5	4.67	
		2.) Lodging rooms cleaned 2 days before occupancy	95%	100%	4	5	5	4.67	
		3.) No. of laundry services	3	4	5	5	4	4.67	
		4.) Others: Bank transactions (1hr before Messengerial closing time)	2	4	5	5	5	5	
		5.) Travel completed	2	4	5	5	5	5	
	Maintenance	Cleaned all rooms and areas of the unit	95%	100%	4	5	4	4.33	


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomp.	Rating				Remarks
					Q1	E2	T3	A4	
Administrative/office functions	Planting & repotting of interior plants	1.) No. of plants alive and have grown	20	50	5	5	4	4.67	
		2.) No. of plants repotted and alive	10	40	5	5	5	5	
	Procurement and canvass	Assist the head of office in procurement of supplies and materials	5	7	5	4	4	4.33	
Total Over-all Rating								4.73	

Average Rating (Total Over-all rating)		
Additional Points:		
Punctuality		
Approved Additional points ( with copy of approval)		
Final Rating		
ADJECTIVAL RATING		


Comments & Recommendation  
for Development Purpose

In order to improve her skills and update her knowledge in housekeeping she has to attend seminars related to the above. It is recommended that she be sent to VSU-Main to observe the actual procedures and rules in good housekeeping.

Calibrated by:

  
VELMA P. BONTUYAN

Approval:

  
DILBERTO O. FERRAREN  
VP for PRGEA

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

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

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

1. Quality  
2. Efficiency  
3. Timeline  
4. Average

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018

Name of Staff: MARY-ANN D. JOYA      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		54				

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	54/12				
Average Score	4.50				

Overall recommendation : \_\_\_\_\_

  
**VELMA P. BONTUYAN**  
Head of Office

**PERFORMANCE MONITORING FORM****Exhibit I**Name of Employee: **MARY-ANN D. JOYA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Accommodating and serving lodging needs of guests and visitors	Warm accommodation extended to guests and visitors	Various dated Jan-June 2018	Within Jan-June 2018	Within Jan-June 2018	Very Impressive	Outstanding	All guest and visitors warmly, respectfully and courteously accommodated and served.
2	Segregating of permanent and temporary files for records keeping and disposal	Documents sorted and segregated	March 2018	Within Jan-June 2018	Within Jan-June 2018	Very Impressive	Outstanding	Sorted and segregated all documents dated 1977-2016
3	Cleaning of offices and rooms including bathroom	Cleaned all rooms, ready for use	Various, dated Jan-June 2018	Within Jan-June 2018	Within Jan-June 2018	Very Impressive	Outstanding	Rooms cleaned thoroughly
4	Keeping of all linens, towels, curtains, etc. and kitchen utensils ready for use.	All linens, towels, curtains, etc. and kitchen utensils keep in order and ready for use.	Various dated January-June 2018	Within January to June 2018	Within Jan-June 2018	Very Impressive	Outstanding	All items kept cleaned and orderly.

PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: MARY-ANN D. JOYA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
5	Plants ornamental plants and repotting of live and grown ones	Plants to be watered and kept alive and grown.	Various dated January-June 2018	Within January to June 2018	Within January to June 2018	Very Impressive	Outstanding	All grown and alive plants used as interior decors.
6.	Assists in the procurement activities of the office	Purchase of office supplies and materials for lodging house needs.	Various dated January-June 2018	Within January to June 2018	Within January to June 2018	Very Impressive	Outstanding	Purchases of supplies and materials facilitated.

\* Either very impressive, impressive, needs improvement, poor, very poor  
\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
VELMA P. RONTUYAN  
Head of Office

**Name of Staff:** Mary-Ann D. Joya

X	1st	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<u>Monitoring</u>  1. Receiving, recording/ encoding, submission of documents,/reports delivering/paying of checks  2. Tardiness and absences	          x	          X          x			
<u>Coaching</u>  1. To segregate , sort out documents dated 1977 to 2016.  2. Planting of interior plants and keeping them alive and grown in preparation for the transfer to Pasay Office.	          X          x	          x			

**Noted by:**

  
**DILBERTO O. FERRAREN**  
VP, Resource Generation and  
External Affairs Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY-ANN D. JOYA  
Performance Rating: Outstanding

Signature



Aim: To maximize the productivity potential of the staff.

Proposed Interventions to Improve Performance:

Date: January 8, 2018      Target Date: January 2018- June 2018

First Step:

Discussion on how to minimize tardiness and absences in reporting to office .

Reporting to office on or before time.

Result: Occurrences of tardiness and absences of staff was brought to a minimal . Staff reports to office on or before time.

Date: March, 2018      Target Date: July- October 2018

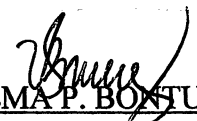
Next Step: To segregate and sort out old documents as temporary and permanent for proper filing and disposal of documents to cover from 1977 to 2016.

Outcome: Staff was able to sort , segregate, labelled and placed all files in plastic black boxes where old files are kept safe.

Final Step/Recommendation:

Recommends to attend a training in Good Housekeeping in preparation for the opening of the bigger lodging house at the Pasay Office..

Prepared by:

  
VELMA P. BONTUYAN  
Unit Head

Conforme:

  
MARY-ANN D. JOYA  
Name of Ratee