



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **JOSEFINA M. LARROSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.95

FINAL NUMERICAL RATING

4.95

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JOSEFINA M. LARROSA

Name of Staff

ALLEN GLENNIE P. LAMBERT

Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Secretary

Approved:

DANIEL LESLIE S. TAN

OIC- President

**JOSEFINA M. LARROSA**

Ratee

ALLEN GLENNIE P. LAMBERT

Head of Office

[illegible]



Average Rating (Total Over-all-rating divided by 8)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

# Comments and Recommendations for Development


**Purpose:** - She should attend any capacity development trainings suited to the position. On the other hand, she should pay attention to her health.

Evaluated and Rated:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head


Date: 1/18/24

Recommending Approval:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

Date: 1/18/24

Approved by:

  
**DANIEL LESLIE S. TAN**  
OIC-President

Date: 1/19/24

1- Quality      2- Efficiency      3-Timeliness      4-Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Josefina M. Larroza

Position: Administrative Officer 1

**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		57				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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						
Average Score		4.92				

Overall recommendation : Outstanding

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Head of Office 1/12/24

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary / OP

Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Josefina M. Larrosa Signature:  Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				

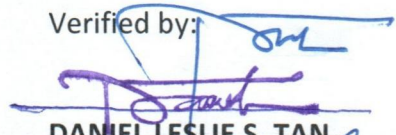
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Immediate Supervisor

1/18/24

Verified by:

  
**DANIEL LESLIE S. TAN**  
 Next Higher Supervisor

1/19/24

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Josefina M. Larrosa

Performance Rating: Outstanding

Aim: Improve preparation of communication and official documents.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: Visit other offices at VSU to interact, observe and learn best practices in preparation of official documents.

Result: Identify, apply and evaluate best practices in the preparation of official documents.

Date: January 2024

Target Date: June 2024

Next Step:

1. Benchmarking to other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents.
2. Attend capability build-up trainings e.g. Supervisory trainings.

Outcome: Identify, apply and evaluate best practices in the preparation of communications and official documents.

Final Step/Recommendation:

Consolidate and apply proven best practices in the preparation of communications and official documents.

Prepared by:

  
ALLEN GLENNIE P. LAMBERT  
Unit Head

1/18/24

Conforme:

  
JOSEFINA M. LARROSA

Ratee

1/18/24