

ICE OF THE PRESIDENT

dministration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph

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
		TOTAL NUI	MERICAL RATING	4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

4.95

4.95

Outstanding

JOSEFINA M. LARROSA Name of Staff

Recommending Approval:

Approved:

DANIEL LESLIE S. TAN

Department/Office Head

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOSEFINA M. LARROSA**, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period Jan-December 2023.

JOSEFINA M. LARROSA Ratee 1-18-24 APPROVED:

ALLEN GLENNIE P. LAMBERT

Head of Office

1-18-24

UMF	OP MEO MEOS/PAPS Success Indicators lask	Task Assigned	larget	Accomplish ment		R	Remarks					
No.	OF IVII O	WII OSH ALS	Ouccess mulcutors	rask Assigned			Q ¹	E ²	T ³	A ⁴		
MFO	6. General Ad	dministration Support	Services			, which is a second						
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provides advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint	5	5	5	5.00		
			Maintained workplace in compliance to ISO-5s	Maintains personal workspace to ISO 5s	100%	100%	5	5	5	5.00		
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services									
			Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications formatted and issued	300 (1100)	402 (3843)	4	5	5	4.67		
			No. of correspondence and reports prepared and released	Prepares voucher payments and reimbursements	110	125	5	5	5	5.00		
				Prepares and faclitates Trip Tickets of the Office	30 (85)	48 (110)	5	5	5	5.00		
			No. of photocopying/reproduction services	Performs photocopy services	2,500 (9,000)	6000 (15,000)	5	5	5	5.00		
			Gross income generated from Guesthouse/Pavilion Operations	Generates gross income from the operations of the Guethouse/Pavilion	5.5M	7.0 M	5	5	5	5.00		
			Effective and Efficient President's Calendar Management									
			100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00		
		Total Over-all Rating									39.67/8=4.96	

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

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Unit Head

Evaluated and Rated:

ALLEN GLENNIE P. LAMBERT Unit Head

1- Quality

2- Efficiency

3-Timeliness

4-Average

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.

Approved by:

DANIEL LESLIE S. TAN

OIC-President



CONTROLL OF THE PRESIDENT

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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	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)		5	Scal	е	
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				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.				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			3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment				2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
E.	Total Score		10			

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						
	Average Score	4	1.92				

Overall recommendation	:	Outstanding	
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Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2 nd	A
Х	3 rd	R T
Х	4th	E R

Name of Office: Office of the Executive Secretary / OP

Office: Allen Glennie P. Lambert

Activity Monitoring	Meeti	ng	Memo	Others (Pls.	Remarks	
	One-on-One	Group	iviemo	specify)		
Monitoring Discussion of job-related accomplishments, problems and plans	First working day of the month as needed					
Coaching Discuss ways to improve the execution of assigned tasks.	First working day of the month as needed					

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

Conducted by:

Immediate Supervisor

Verified by:

Next Higher Supervisor

1/19/24

Exhibit L

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 GLENNÆ P. LAMBERT

Unit Head

Conforme:

JOSEFINA M. LARROSA Ratee