

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

Name of Administrative Staff: **MARY-ANN D. JOYA** (July-December 2018)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.66	70%	3.26
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.63

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

Prepared by:



MARY-ANN D. JOYA
Name of Staff

Reviewed by:


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 in accordance with the indicated measures for the period July-December 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 Administrative and Financial Services Income Generations	Zero percent complaint client	Client served effectively and efficiently	95%	100%	5	5	5	5	
	100% Accomplishment of monthly Income Report	Lodging report prepared & submitted 5 days before due date	2	4	5	5	4	4.67	
	No. of incoming guests accommodated and served	1.) No. of guests, officials accommodated and served	50	73	5	4	5	4.33	
		2.) No. of official receipt issued, error free	40	48	5	5	5	5	
		3.) lodging rooms cleaned 2 days before occupancy	95%	100%	4	4	5	4.33	
		4.) No. of laundry services	5	6	5	4	4	4.33	
		5.) Others: Bank transactions (1hr before Messengerial closing time)	10	12	5	4	4	4.33	
		6.) Travel completed	10	12	5	5	4	4.67	
	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	10	15	4	4	5	4.33	
		2.) No. of plants repotted and alive	10	15	4	4	5	4.33	
	Procurement and canvass	Assist the head of office in procurement of supplies and materials	5	11	5	5	5	5	
	Segration of files for records keeping	1.) No. of permanent files segregated & kept	90	114	5	5	5	5	
		2.) No. of temporary files segregated & kept	50	68	5	5	5	5	
		3.) No. of folders prepared & kept	90	119	5	5	5	5	
	Prepares, packs, facilitates the transfer /transport of all SM/FF/ Equipments to permanent office location	Transfer & transport of all SM/FF/Equipments adequately facilitated and accomplished	90%	100%	5	5	5	5	
	Total Over-all Rating							4.66	

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

*To attend training/seminar
on Good Housekeeping*

Calibrated by:

VELMA P. BONTUAN

Approval:

DILBERTO O. FERRAREN
VP for PRGEA

Date: _____

Date: _____

Date: _____

Date : _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 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		55				

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	55/12				
Average Score	4.58				

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 July-December 2018	Within July-December 2018	Within July – December 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	July 2018	Within July-October 2018	September 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 July-December 2018	Within July-December 2018	Within July-December 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 July-December 2018	Within July-December 2018	Within July-December 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 July-December 2018	Within July-December 2018	Within July to December 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 and items for lodging house needs.	Various dated July-December 2018	Within July-December 2018	Within July to December 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. BONTUYAN
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office

Head of Office: VELMA P. BONTUYAN


Name of Staff: Mary-Ann D. Joya

	1st	Q U A R T E R
	2 nd	
X	3 rd	
X	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		X			
2. Tardiness and absences	x	X			
<u>Coaching</u>					
1. To segregate , sort out documents dated 1977 to 2016.	X	X			
2. Planting of interior plants and keeping them alive and grown in preparation for the transfer to Pasay Office.	X				
3. Coordinates with the rest of the staff in the transfer and opening of the new buildings	x	x			

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

Conducted by:


VELMA P. BONTUYAN
Head, VSUMO

Noted by:


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY-ANN D. JOYA

Signature



Performance Rating: Outstanding

Aim: To maximize the productivity potential of the staff.

Proposed Interventions to Improve Performance:

Date: July 18, 2018 Target Date: July-2018-December 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: July 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:


MARYANN D. JOYA
Name of Ratee