

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: LOLITO D. CAÑA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.44	4.44 x 70%	3.108
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.5
TOTAL NUMERICAL RATING			4.608 4.706

TOTAL NUMERICAL RATING: 4.608
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.608


FINAL NUMERICAL RATING 4.608

ADJECTIVAL RATING: OUTSTANDING

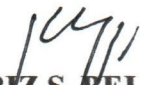
Prepared by:


LOLITO D. CAÑA
Name of Staff

Reviewed by:


ROTACIO S. GRAVOSO
Department/Office Head

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOLITO D. CAÑA**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2019**.

LOLITO D. CAÑA

Ratee

Approved:

ROTACIO S. GRAVOSO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Printing Services	Copies of manuals and handbooks printed/No. of reams used for printing	Operates the copy printer	400 cps manuals & handbooks 80 reams	3000cps manuals & handbooks 100 reams	5	4	5	4.67	
Binding Services	Number of books bound (soft/hard)	Performs binding activities	350 cps softbound 100 cps hardbound	400 cps softbound 150 cps hardbound	4	4	5	4.33	
Efficient and customer friendly assistance	Zero Percent complaint from clients served	Entertains clients and facilitates filing-up of job orders	70 job orders	80 job orders	4	4	5	4.33	
Total Over-all Rating								13.33	
Average Rating (Total Over-all rating divided by 3)								4.44	
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING								4.44	
ADJECTIVAL RATING								Very satisfactory	

Comments & Recommendations for Development Purpose:

He is always willing to work overtime when needed. Keep up the good work.

Evaluated and Rated by:

ROTACIO S. GRAVOSO

Head, OPO/MMDC/VPP

Date: _____

Recommending Approval:

Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

"Exhibit I"

PERFORMANCE MONITORING FORM **January to June 2019**

Name of Employee: **Genaro G. Godoy**

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	To maintain MMDC equipment and facilities	8 equipment maintained	January 2019	Within January to June 2019	Within January to June 2019	Impressive	Very satisfactory	14 equipment maintained
2	To operate AV equipment during film showing/classes	5 film showing served	January 2019	As scheduled	As scheduled	Impressive	Very satisfactory	6 film showing served
3	To assist the faculty in using the AV equipment during classes	10 classes assisted	January 2019	As scheduled	As scheduled	Impressive	Very satisfactory	11 classes assisted
4	To shoot video footages during VSU anniversary, commencement exercises, aaccup, convoactions and other activities	18 events provided with video coverage	January 2019	As scheduled	As scheduled	Very impressive	Outsatnding	12 events provided with video coverage
5	To do Video grabbing	80 videos	January 2019	When there are request	As agreed by the technician and the requesting party	Impressive	Very satisfactory	150 videos
6	To edit Videos	8 videos edited	January 2019	After video coverage	Immediately after video coverage; June 2019	Very impressive	Outsatnding	11 videos edited
7	To provide graphics for the videos	15 graphics provided	January 2019	When there are request	As requested	Impressive	Very satisfactory	25 graphics provided
8	To archive videos in CD/DVD formats	50 videos archived	January 2019	After final editing	June 2019	Very impressive	Outsatnding	60 videos archived
9	To serve as members of various committees in the university	4 committees served as member	January 2019	During the events when committees are needed	During the events when committees are needed	Very impressive	Outsatnding	7 committees served as member

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



ROTACIO S. GRAVOSO

Head, OPO/MMDC/VPP

PERFORMANCE MONITORING FORM
January to June 2019


Name of Employee: **Lolito D. Caña**

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	Operates copy printer	400copies of manuals & handbook; 80 reams printed forms	January 2019	January to June 2019	Within January to June 2019	Impressive	Very satisfactory	3000 manuals & handbook; 100 rms printed
2	Performs bidding activities	350 copies softbound; 100 copies hardbound	January 2019	January to June 2019	Within January to June 2019	Very impressive	Outstanding	400 soft bound; 150 cps hardbound
3	Entertains clients and facilitates filling-up job orders	10 classes assisted	January 2019	January to June 2019	Within January to June 2019	Impressive	Very satisfactory	80 job orders

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ROTACIO S. GRAVOSO
 Head, OPO/MMDC/VPP

Instrument for Performance Effectiveness of Administrative Staff


Rating Period: **January to June 2019**Name of Staff: **LOLITO D. CAÑA**Position: **Administrative Aide IV**

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		60				
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		5.00				

Overall recommendation : _____


ROTACIO S. GRAVOSO
 Head, OPO/MMDC/VPP

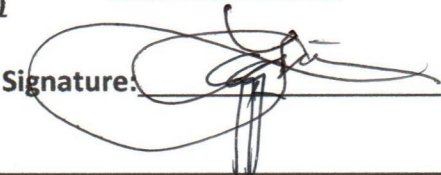
PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
	3rd	
	4th	

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)


Head of Office: Rotacio S. Gravoso

Number of Personnel: Lolito D. Caña

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Printing of documents (Graduation Program, IMs, ect.)	x				
Binding of documents (PPPs and supporting documents, lms, forms etc.)	x	x			
Entertains clients and facilitates filing-up job orders	x	x			
Coaching					
Binding of documents (PPPs and supporting documents, lms, forms etc.)	x				

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

Conducted by: 
ROTACIO S. GRAVOSO
Head, OPO

Noted by: 
BEATRIZ S. BELONIAS
VP for Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LOLITO D. CAÑA**

Performance Rating: **Outstanding**

Aim: To improved capability to maintain/repair/ operate Printing Press equipment; and to provide printing and binding services to clients.

Proposed Interventions to Improve Performance:

Date: **January 1, 2019**

Target Date: **June 30, 2019**

First Steps:

1. Review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets.
2. Coaching/ guidance as needed

Results

- No complaints from client

Date: **July 1, 2019**

Target Date: **December 31, 2019**

Next Step:

- Continue providing guidance in the performance of office duties
- Request administration for the repair/ upgrading of printing equipment to provide better printing services to the university
- Resubmit request to the administration for the extension of the MMDC building so that the printing equipment can be transferred to it from the CFES.

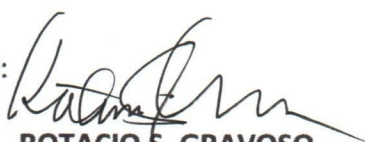
Outcomes:

- Printing equipment repaired/upgraded and will be used to continue providing printing services to the university.
- Extension of MMDC building can be started in 2020 or 2021.


Final Step/Recommendation

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:


ROTACIO S. GRAVOSO
Head, OPO/MMDC/VPP

Conformee:


LOLITO D. CAÑA
Admin. Aide IV, VPP