



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	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: **4.85**

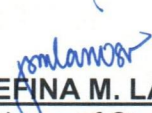
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: **4.85**

FINAL NUMERICAL RATING **4.85**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JOSEFINA M. LARROSA
Name of Staff

Reviewed by:


SANTIAGO T. PEÑA, JR.
Department/Office Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
Executive Assistant

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOSEFINA M. LARROSA**, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with indicated with the indicated measures for the period January-June 2020.

JOSEFINA M. LARROSA
Ratee

APPROVED:

SANTIAGO T. PENA, JR.
Head of Office

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec 2020)	Accomplish ment	Rating				Remarks
						Jan-June 2020	Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	No compliant	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain 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 drafted, formatted and issued	800	780	5	4.5	5	4.83	
			No. of correspondence and reports prepared and released	Encode/format and reproduce correspondence	300	260	5	5	4	4.67	
				Prepare and timely submit Annual Procurement Plan	1	For July-Dec target					
				Prepare voucher payments and reimbursements	100	60	5	5	4.5	4.83	
			No. of photocopying/reproduction services	Perform photocopy services	8,000	4,000	5	5	5	5.00	
			Gross income generated from Guesthouse/Pavilion Operations	Manage the Guethouse/Pavilion Operations	12M	7.6M	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Package MOA ready for parcel delivery	300	170	5	5	4	4.67	
			No. of records compiled and retrievable	Compile issuances and documents of legal cases	20 bound files	10	5	5	4.5	4.83	

			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5.00	
		<i>Total Over-all Rating</i>								48.83	

Average Rating (Total Over-all-rating divided by 11)		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

*Commendable performance;
needs to mentor someone*

Evaluated and Rated:


SANTIAGO T. PEÑA, JR.
Unit Head

Date: _____

Recommending Approval:


SANTIAGO T. PEÑA, JR.
Unit Head

Date: _____

Approved by:


EDGARDO E. TULÍN
President

Date: _____

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

PERFORMANCE MONITORING FORMName of Employee: Josefina M. Larrosa

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	Prepare voucher payments and reimbursements	Vouchers and reimbursement prepared and facilitated	January 2020	June 2020	January-June 2020	Impressive	Outstanding	Sustain best practice
2	Prepare and submit Annual Procurement Plan	Annual Procurement Plan submitted	August 2020	December 2020	N/A	N/A	N/A	N/A

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

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

Prepared by:

SANTIAGO T. PEÑA, JR.

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2020**

Name of Staff: **JOSEFINA M. LARROSA** Position: **Administrative Assistant III**

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		JL				
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		23				
Average Score		4.76				

Overall recommendation : _____


SANTIAGO T. PEÑA, JR.
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Santiago T. Peña, Jr.

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

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

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

Conducted by:


SANTIAGO T. PEÑA, JR.
 Immediate Supervisor

Verified by:


EDGARDO E. TULÍN
 Next Higher Supervisor

cc: ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Josefina M. Larrosa
Performance Rating: _____

Aim: Improve preparation of communication and official documents.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Visit legal office 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: _____ Target Date: _____

Next Step: Visit office of other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents.

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:


SANTIAGO T. PEÑA, JR.
Unit Head

Conforme:


JOSEFINA M. LARROSA
Ratee