



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ARRAH MAE C. GODOY**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.3
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

CHRISTIAN B. MAZO
Name of Staff

Reviewed by:


GINAS AUREA A. VILLAGONZALO
Dept./Office Head

Recommending Approval:


CRISLIN CRUZ-CORTEZ
B & RG Director

Approved:


GLENN G. PAJARES
VP for Planning & Development

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARRAH MAE C. GODOY**, of the VSU Pavilion and Guest House, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2024.


ARRAH MAE C. GODOY

Ratee

Approved:


GINAS AUREA A. VILLAGONZALO

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2024	Actual Accomplishment July-December 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client served	<ul style="list-style-type: none"> Attend to food reservation and serving 	Zero valid complaint	Zero valid complaint	5	5	5	5	15 JO workers in support to operation
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	<ul style="list-style-type: none"> Attend to food reservation and serving 	1500 catering services & canteen operations	800 catering and canteen operations	4	5	5	4.67	
Administrative Services	No. financial documents and reports processed	<ul style="list-style-type: none"> Manage the over-all operation of the Guesthouse/Pavilion Collect and issue OR on daily cash sales at VSU pavilion Takes charge in preparation on billing statement of credit sales Prepares monthly reports of cash/credit sales, collections Prepare cash/check remittances to cash division 	100% of financial documents prepared and processed.	70% of financial documents prepared and processed.	5	5	4	4.67	

		<ul style="list-style-type: none"> • Prepare replenishments of imprest funds • Prepare payments to food suppliers • Prepare job requests, trip tickets, etc. • Prepare payrolls of JO and emergency laborers 							
Total Over-all Rating								14.34	

Average Rating (Total Over-all rating divided by 3)		4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose: Need to attend capacity building seminars/trainings.

Evaluated and Rated by:


GINAS AUREA A. VILLAGONZALO
 Unit Head

Date: _____

1 – Quality; 2 – Efficiency; 3 – Timeliness; 4 – Average

Recommending Approval:


CRISLIN CRUZ-CORTEZ
 B & RG Director

Date: _____

Approved


GLENN G. PAJARES
 VP for Planning & Development

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU GUEST and PAVILION

Head of Office: GINAS AUREA A. VILLAGONZALO

Number of Personnel: 19 (3 regular, 1 casual, 15 JO)


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Staff Meeting for discuss their role in the organization and their respective work assignments.		As the need arises			
Coaching Discuss upcoming events and feedbacks/comments from customers of previous events to improve services and performance		As the need arises			

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

Conducted by:


GINAS AUREA A. VILLAGONZALO
Immediate Supervisor

Noted by:


CRISLIN CRUZ-CORTEZ
Next Higher Supervisor