



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GUADA FE D. AMIHAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.585	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

GUADA FE D. AMIHAN
Name of Staff

Reviewed by:

SHALOM GRACE C. SUGANO
Department/Office Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GUADA FE D. AMIHAN**, of the **VSU Integrated High School** 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 **February to June, 2023**.


GUADA FE D. AMIHAN
Ratee

Approved:


SHALOM GRACE C. SUGANO
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment as of June	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	5	5	5	5	
Clerical Services	Number of documents served within the day of receipt	Documents served	95%	100%	4	5	4	4	
Other Services	Number of intervening tasks assigned by the Principal, Faculty and Staff	Intervening tasks	10	25	5	4	4	5	
Total Over-all Rating					4.67	4.67	4.33	4.67	
Average Rating (Total Over-all rating divided by 4)				4.585					
Additional Points:									

Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.585
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

@ to attend more trainings, seminars & conferences on front line services, record keeping and other related functions.


@ to establish

Evaluated & Rated by:


SHALOM GRACE C. SUGANO, Ph.D.
 Dept/Unit Head


Date: 9/28/2023

Recommending Approval:


BAYRON S. BARREDO, Ed.D.
 Dean/Director

Date: 10/3/2023

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
 Vice President

Date: 10/5/2023

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **FEBRUARY – JUNE 2023**

Name of Staff: **GUADA FE D. AMIHAN**

Position: **ADMIN AIDE 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	59				
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	25				
Average Score	4.94 4.92				
Overall recommendation	: To attend more trainings for Professional Development. Keep up the good work!				

SHALOM GRACE C. SUGANO

Printed Name and Signature

Head of VSUIHS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Guada Fe D. Amihan

Performance Rating: Outstanding

Aim: To secure a permanent position in administrative staff position.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: July 2023

First Step:

1. To be able to pass the Civil Service Commission Eligibility Examination.

Result:

1. Eligible and be given a casual position.

Date: August 2023

Target Date: December 2023

Next Step:

1. Attend trainings in record keeping, filling and other related administrative functions.

Outcome: To be given a permanent/regular administrative position.

Final Step/Recommendation:

1. Engage and attend in more trainings for professional and personal development.

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.

Unit Head

Conforme:


GUADA FE D. AMIHAN

Name of Ratee Faculty/Staff