

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Lenita L. Caintic

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	x 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	x 30%	1.22
<b>TOTAL NUMERICAL RATING</b>			<b>4.37</b>

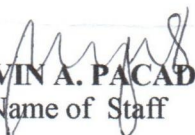
TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:


Prepared by:

  
**NEVIN A. PACADA**  
Name of Staff


Reviewed by:

  
**REMBERTO A. PATINDOL**  
Department/Office Head

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:


  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Lenita L. Caintic**, of the **VSU-Cebu Office** commit to deliver and agree to be rated on the attainment of of the following targets in accordance with the indicated measures for the period July 1 - December 30, 2016.

  
**LENITA L. CAINTIC**  
Ratee

Approved:

  
**NEVIN A. PACADA**  
Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Actual Accomplishment	Rating				Remarks
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1: Procurement Assistance	No. of invoices received for items delivered, inspected, and recorded	45	80	4	5	5	4.67	
MFO2: Lodging Accomodat'n & Maintenance	No. of incoming guests served at the lodging house	380	416	4	4	5	4.33	
	No. of ORs issued to lodgers	160	291	4	4	4	4.00	
	No. of rooms/comfort rooms cleaned	611	620	4	4	4	4.00	
	No. of hours general cleaning	510	530	4	4	5	4.33	
	No. of bed sheets, blankets, towels, and pillow cases washed for guests use.	780	820	5	5	4	4.67	
	No. of taxi calls facilitated	258	350	5	5	5	5.00	
MFO3: Admin. Support & Services	No. of requests for assistance, especially beyond office hours	46	70	5	5	5	5.00	
<b>Total Over-all Rating</b>							<b>36.00</b>	
<b>Average Rating (Total Over-all rating divided by 4)</b>							<b>4.50</b>	
<b>Additional Points:</b>								
<b>Punctuality</b>								
<b>Approved Additional points (with copy of approval)</b>								
<b>FINAL RATING</b>							<b>4.50</b>	
<b>ADJECTIVAL RATING</b>						<b>VS</b>		

Received by:

  
**REDEMPTA SORIA**  
Planning Office

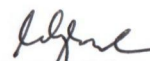
Calibrated by:

  
**REMBERTO A. PATINDOL**  
PMT

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
OVPAF

Approved by:

  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - Quality  
2 - Efficiency

3 - Timeliness  
4 - Average



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2016

Name of Staff: Lenita L. Caintic Position: Administrative Aide I

**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