



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff:

Lolito D. Caña

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.423
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

**LOLITO D. CAÑA**  
Name of Staff

Reviewed by:

**ULDERICO B. ALVIOLA**  
Department/Office Head

Recommending Approval:

Approved:

Dean/Director  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

RECEIVED  
609-732  
21 DEC 2023

Exhibit B

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOLITO D. CAÑA**, of the **VSU Printing Press/Multimedia Development Center** 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 2023.

**LOLITO D. CAÑA**

Ratee

Date: 12/6/23

Approved:

**ULDERICO B. ALVIOLA**

Head of Unit

Date: 12/6/23

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Printing and Binding Services	Percentage of printing requests served successfully within the prescribed service period	Operates the copy printer	100%	120	5	5	5	5.00	
	Percentage of binding requests served successfully within the prescribed service period	Performs binding activities	100%	150	5	5	5	5.00	
	Number of printing & binding requests served	Entertains clients and facilitates filling-up job orders	50	80	5	4	5	4.67	
	Printing & binding sales generated in Philippine pesos	Sales of printing & binding services	P100,000.00	P45,619.00	5	4	5	4.67	
Administrative & Facilitative Services	Number of documents/forms/reports prepared/reviewed/processed	Prepare/review/process reports/documents for printing & binding services	100%	150	5	5	5	5.00	
	Efficient and customer-friendly frontline services	Entertains clients and facilitate services	0% complaints from clients served	0 complaint	5	5	5	5.00	
Total Over-all Rating								29.33	

Average Rating (Total Over-all rating divided by 6)	4.89
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:  
Willing to work anytime when needed.



Evaluated and Rated by:

  
**ULDERICO B. ALVIOLA**

OIC Head, VPP/MMDC

Date: 12/6/23

1 - quality

2 - efficiency

3 - timeliness

4 - average

Recommending Approval:

  
**MA. RACHEL KIM L. AURE**

Director, ODIE

Date: 12/19/23

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**

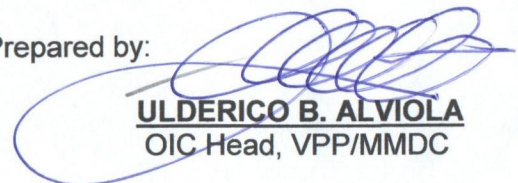
VP for Academic Affairs

Date: 12/15/23

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
<b>VPP MFO 11. Printing and Binding Services</b>								
PI 1: Percentage of printing requests served successfully within prescribed service period	1. Provide printing services to VSU and other requesting parties	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	
PI 2: Percentage of binding requests served successfully within prescribed service period	2. Provide binding services to VSU and other requesting parties	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	
PI 3: Number of printing & binding requests served	3. Provide printing and binding services to VSU and other requesting parties	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	
PI 4: Printing & binding sales generated in Philippine pesos	4. Provide printing and binding sales generated in Philippine pesos	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	
<b>VPP MFO 2. Administrative and Facilitative Services</b>								
PI 5: Number of documents/forms/reports/prepared/reviewed/processed	5. To prepare/review/process reports/documents required by the administration	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	
PI 6: Efficient & customer-friendly frontline services	6. To provide efficient and customer-friendly frontline service	JADCortes, LDCaña, WTuyan, RCaña	January-June 2023	x	x	x	x	

Prepared by:

  
**ULDERICO B. ALVIOLA**  
 OIC Head, VPP/MMDC



## Exhibit I

**PERFORMANCE MONITORING FORM**  
**January to June 2023**


Name of Employee: **Lolito D. Caña**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Operates the copy printer	100%	January 2023	January to June 2023	Within January to June 2023	Impressive	Very Satisfactory	
2	Performs bidding activities	100%	January 2023	January to June 2023	Within January to June 2023	Very Impressive	Outstanding	
3	Entertains clients and facilities filling-up job orders	50	January 2023	January to June 2023	Within January to June 2023	Impressive	Very Satisfactory	
4	Sales of printing & binding serices	P100,000.00	January 2023	January to June 2023	Within January to June 2023	Impressive	Very Satisfactory	
5	Prepare/review/process reports/documents for printing & binding services	100%	January 2023	January to June 2023	Within January to June 2023	Impressive	Outstanding	
6	Entertain clients and facilitative services	0% complaints from clients served	January 2023	January to June 2023	Within January to June 2023	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ULDERICO B. ALVIOLA**  
 OIC Head, VPP/MMDC

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Printing Press/MMDC

Head of Office: Ulderico B. Alviola

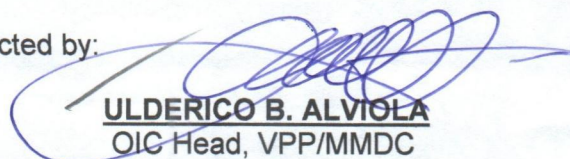
Number of Personnel: Lolito D. Caña

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Printing of documents (Forms, IMs, etc.)	x				
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	x	x			
Entertains clients and facilities filling-up job orders	x	x			
Coaching					
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	x				

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

Conducted by:

  
**ULDERICO B. ALVIOLA**  
OIC Head, VPP/MMDC

Noted by:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

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.**

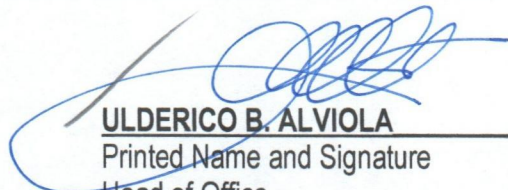
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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						



Total Score						56
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						4.67

Overall recommendation : \_\_\_\_\_

  
**ULDERICO B. ALVIOLA**  
 Printed Name and Signature  
 Head of Office



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **LOLITO D. CAÑA**

Performance Rating: **Outstanding**

Aim: To improve 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, 2023**

Target Date: **June 30, 2023**

**First steps:**

- Meeting to review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

**Results:**

- No complaints from clients

Date: **July 1, 2023**

Target Date: **December 31, 2023**

**Next Steps:**

- Continue providing guidance in the performance of office duties
- Request Administration for the repair of printing equipment currently used to provide printing services to the university
- Request Administration for the extension of the MMDC building so that the printing equipment can be transferred to it from the CFES.


**Outcome:**

- Printing equipment repaired and is now used to continue providing printing services to the university.
- Extension of MMDC building scheduled to be started in 2018 or 2019.

**Final Step/Recommendation:**

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

Prepared by:

  
**ULDERICO B. ALVIOLA**  
OIC Head, VPP/MMDC

Conforme:

  
**LOLITO D. CAÑA**  
Admin. Aide IV, VPP