



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: NOESSA C. DAVID

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	60%	2.766
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	40%	1.9
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: 4.67

Prepared by:

NOESSA C. DAVID
Name of Staff

Reviewed by:

APRIL GAYLE V. CALUNANGAN
OIC Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Noessa C. David of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2023 - December 31, 2023.

NOESSA C. DAVID

Admin. Aide IV

Date: 12/5/23

APRIL GAYLE V. CALUNANGAN

OIC Department Head

Date: 12/5/23

MOSES NEIL V. SERINO

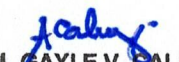
Dean, CME

Date: 12/6/23

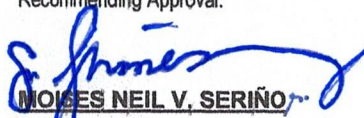
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint						
Administrative/Clerical Services	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	100 (for the whole yr)						
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	100						
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2						
	Number of subjects/sections updated in the department cumulus	Encodes in the dept, cumulus the names of faculty assigned to handle the subject	20						
		Prepares Report of Actual Teaching Load	1						
		Prepares Individual Faculty Workload	11						

	Number of documents/reports prepared and submitted on time	Prepares Projected Faculty Workload for hiring and renewal of appointments	1						
		Prepares Summary of Individual Rating of faculty IPCRs	12						
		Prepares PPMPs and PRs	2						
	Number of official communications/recommendations drafted/encoded	Drafts official communications	30						
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2						
	Number of documents filed and scanned	Files and scans official documents	100						
Other Services	Number of meetings attended	ISO related meetings, Department meetings, etc.	10						
	Number of trainings/seminars attended	Participant	1						
Total Over-all Rating								0.00	


Evaluated & Rated by:


APRIL GAYLE V. SALUNANGAN
 OIC Department Head
 Date: 12/5/23

Recommending Approval:


MOISES NEIL V. SERINO
 Dean, CME
 Date: 12/5/23

Approved:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: 12/6/23

PERFORMANCE MONITORING FORM

Name of Employee: NOESSA C. DAVID

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	Prepares office communications, payrolls, accomplishment reports, job requests, & etc.	Very Impressive	July 1, 2023	November 30, 2023	November 30, 2023	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, student s related concerns and other request of the office.	Very Impressive	July 1, 2023	November 30, 2023	November 30, 2023	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2023	November 30, 2023	November 30, 2023	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2023	November 30, 2023	November 30, 2023	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2023	November 30, 2023	November 30, 2023	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

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APRIL GAYLE V. CALUNANGAN
 OIC Unit Head

12/5/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to November 30, 2023

Name of Staff: Noessa C. David Position: Administrative Aide IV

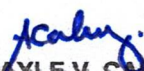
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57				

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		59				
Average Score		4.75				

Overall recommendation : _____


APRIL GAYLE V. CALUNANGAN
 Printed Name and Signature
 Head of Office

12/5/23

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Noessa C. David
Performance Rating : 4.67 (Outstanding) July-December 2023

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to the ISO Quality Management System of the university by following the quality procedure. Keeps and maintains quality records and improve percentage of delivery on requested documents on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2023

Target Date: September 2023

First Step:

Monitor Ms. David's performance regarding the preparation and facilitation of office documents and the improvement on the delivery of faculty, students, staff requested documents.

Result:

Majority of the requested documents were prepared on time.

Date: October 2023

Target Date: December 2023

Next Step:

One-on-one meeting with Ms. David

Outcome:

Her performance specific to document preparation has improved more.

Final Step/Recommendation:

Required Ms. David to develop her skills, performing as department dDRC and facilitate preparation of documents as required by the faculty.

Prepared by:

APRIL GAYLE V. CALUNANGAN
Unit Head

Conforme:

NOESSA C. DAVID
Ratee