



**Annex P**

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

Name of Administrative Staff: **Noessa C. David**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.77</b>

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

**NOESSA C. DAVID**

Name of Staff

Reviewed by:

**RANDY G. OMEGA**

Department/Office Head

Recommending Approval:

**LILIAN B. NUÑEZ**

Dean/Director

Approved:

**ROTACIO S. GRAVOSO**

Vice President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

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 accomplishments in accordance with the indicated measures for the period July to December, 2024

**NOESSA C. DAVID**

Admin. Aide IV

Date: 12/27/24

**RANDY G. OMEGA**

Department Head

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

**LILIAN B. NUÑEZ**

Dean, CME

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

MFO & PAPs		Success Indicators	Tasks Assigned	Target	Actual Accomplishment (Jan-Dec 2024)	Rating				Remarks
						Q1	E2	T3	A4	
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	No complaint	5	5	5	5	
		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)	720	5	5	5	5	Controlled 750 documents such as Communication and VPA forms
		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	500	5	5	5	5	
		Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	2	5	5	4	4.66	
		Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	20	77	5	5	5	5	
		Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	1	1	5	5	5	5	
			Prepares Individual Faculty Workload	12	12	5	5	5	5	
			Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1	5	5	5	5	
			Prepares Summary of Individual Rating of faculty IPCR's	9	12	5	5	5	5	
			Prepares PPMI's and PR's	2	4	5	5	5	5	
		Number of official communications/recommendations drafted/encoded	Drafts official communications	50	62	5	5	5	5	
		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 appointment;	4	2	4	4	4	4	
Administrative/Clerical Services		Number of documents filed and scanned	Files and scans official documents	60	58	4	4	4	4	
		Number of meetings attended	ISO related meetings, Department meetings, etc.	10	6	4	4	4	4	
Other Services		Number of trainings/seminars attended	Participant	3	5	5	5	5	5	
Total Over-all Rating		71.66								Comments & Recommendations for Development Purpose:  need to attend more trainings related to responsibilities
Average Rating		4.77								
ADJECTIVAL RATING		Outstanding								

Evaluated & Rated by:

**RANDY G. OMEGA**

Department Head

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

Recommending Approval:

**LILIAN B. NUÑEZ**

Dean, CME

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

Approved:

**ROTACIO S. GRAVOSO**

VP for Academic Affairs

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



## PERFORMANCE MONITORING AND COACHING JOURNAL

✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Office : Department of Tourism and Hospitality Management  
 Head of Office : Randy G. Omega  
 Number of Personnel : 10 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).

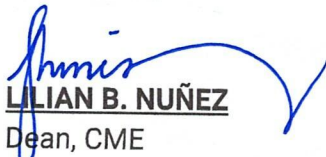
Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

  
**RANDY G. OMEGA**

Immediate Supervisor

Noted by:

  
**LILIAN B. NUÑEZ**

Dean, CME

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching									
<b>PI 1. Instruction</b>	Instructional Materials Developed/Revised & Utilized	<i>CMPBALAGA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		<i>MBJLCASTIL</i>	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		<i>MBESCUADRA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		<i>MCLao</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		<i>RGOmega</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		<i>HMEQuimbo</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		<i>DDSUMABAT</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		<i>KKOVILLARUBIA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	<i>CMPBALAGA</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	






		KKOVILLARUBIA	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		CMPBALAGA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		ATCabral	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		MBJLCASTIL	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		MBESCUADRA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		MCLao	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		MJFManadong	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		RGOmega	July-December 2024							
		HMEQuimbo	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		DDSUMABAT	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		KKOVILLARUBIA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		CMPBALAGA	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024						Final Grades	HMgt 147, HMgt 150
		MBJLCASTIL	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt141
		MBESCUADRA	July-December 2024						Final Grades	HMgt125, THty105
		MCLao	July-December 2024						Final Grades	THty103, HMgt131
		MJFManadong	July-December 2024						Final Grades	TMgt 125, THty21



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	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCatral, MBJLCastil, n, MBESCuadra, MCLa, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:

  
**RANDY G. OMEGA**  
Unit Head



## 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, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, student s related concerns and other requests of the office.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.

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

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

Prepared by:

  
**RANDY G. OMEGA**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Noessa C. David  
Performance Rating : 4.77 (Outstanding) July – December 2024

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 2024

Target Date: September 2024

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 2024

Target Date: December 2024

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:

  
**RANDY G. OMEGA**

Unit Head

Conforme:

  
**NOESSA C. DAVID**

Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July to December 2024

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						
<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		57				
Average Score		4.75				
Overall recommendation:						

  
**RANDY G. OMEGA**  
 Immediate Supervisor