

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

January – June 2018

Name of Administrative Staff: LENITA CAINTIC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.33	70%	3.03
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.27	30%	1.28
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: 4.31

Add: Additional Approved Points, if any: —

TOTAL NUMERICAL RATING: —

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:



LENITA CAINTIC
Name of Staff


JOSEFINA M. LARROSA
Office Head

Recommending Approval:


ARGINA M. POMIDA
Director, IGP

Approved:


DILBERTO O. FERRAREN
VP for Planning, Resource Generation & External Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LENITA CAINTIC, of the VSU Pavilion and Guest House, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018

Lenita Caintic
LENITA CAINTIC
 Ratee

Approved: *Josefina M. Larrosa*
JOSEFINA M. LARROSA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks 11 Job order staff as support to operation
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	5	4	5	4.66	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	88 stocks inventoried	110 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	800 catering services & canteen operations	1000 catering services & canteen operations	4	5	4	4.33	
		• Assist in food serving/control.	800 catering services & canteen operations	1000 catering services & canteen operations	4	5	4	4.33	
Total Over-all Rating								17.32	

Average Rating (Total Over-all rating divided by 4)	4.33
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.33
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:
Recommended to attend seminars + trainings.

Evaluated and Rated by:
Josefina M. Larrosa
JOSEFINA M. LARROSA
 Unit Head
 Date: _____

Recommending Approval:
Argina M. Pomida
ARGINA M. POMIDA
 IGP Director
 Date: _____

Approved by:
Dilberto O. Ferraren
DILBERTO O. FERRAREN
 VP for Planning, Resource Generation & External Affairs
 Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018Name of Staff: Lenita C. Caintic Position: Guesthouse Caretaker

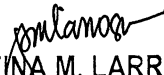
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		47				
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					
Average Score	4.17				

Overall recommendation : _____


JOSEFINA M. LARROSA
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office : VSU Guesthouse/Pavilion

Head of Office: Ms. Josefina M. Larrosa

Name of Staff: Lenita Caintic

Signature: *L. Caintic* Date: 12/4/2018

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Called staff meeting to inform them of verbal comments/feedback.		/			Feb. 2018
Coaching Instructed staff on the filling up of inventory form.	/				Jan. 2018

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

Conducted by:

J. Larrosa
JOSEFINA M. LARROSA
Immediate Supervisor

Verified by:

A. Pomida
ARGINA M. POMIDA
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lenita Caintic
Performance Rating: Very Satisfactory

Aim: Effective delivery of services

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: Called staff meeting to inform staff/workers of verbal comments/
feedback from customers.

Result: Improved Performance

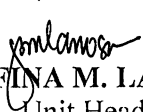
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


JOSEFINA M. LARROSA
Unit Head

Conforme:


LENITA CAINTIC
Ratee