

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOSE ROLDAN GARCITOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


JOSE ROLDAN GARCITOS
Name of Staff

Reviewed by:


SHALOM GRACE S. VEGA
Department/Office Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSE ROLDAN GARCITOS**, of the **VSU Integrated High School** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period **January-June 2024**


JOSE ROLDAN GARCITOS
Ratee

Approved:


SHALOM GRACE S. VEGA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment as of June	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	Clients served	100% no complaint	100% no complaint	4	4	5	5	
Messengerial Services	Number of documents served within the day of receipt	Documents served	96%	100%	5	5	4	4	
Janitorial Services	100% of offices and surroundings cleaned and maintained	Offices and surroundings cleaned and maintained	96%	100%	5	5	5	5	
Other Services	Number of intervening tasks assigned by the Principal	Intervening tasks	5	25	5	4	4	5	
Total Over-all					4.75	4.5	4.5	4.75	

Rating									
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Ratee

Head of Unit

Average Rating (Total Over-all rating divided by 4)		4.625
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.625
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

He is very dependable and can be trusted with any work delegated to him.

Evaluated & Rated by:


SHALOM GRACE S. VEGA, Ph.D.
 Dept/Unit Head

Date: 8/25/24

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

Recommending Approval:


BAYRON S. BARREDO, Ed.D.
 Dean/Director

Date: 8/27/24

Approved by:


ROTACIO S. GRAVOSO
 Vice President

Date: 9/14/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU INTEGRATED HIGH SCHOOL

Head of Office: DR. ROSARIO P. ABELA

Number of Personnel: 17


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the IHS Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting January 8, 2024 Consolidation of IPCR Accomplishments May 14, 2023			Each faculty finalize their IPCR Targets (January – December 2024) and Accomplishments (January – June 2024)
Coaching Review the need support to facilitate the attainment of the IHS Targets		Faculty Meeting February 26, 2024 March 17, 2024 Consolidation of IPCR Accomplishments August 2, 2024			Submitted list if support needed to attain targets.

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

Conducted by:

Noted by:


ROSARIO P. ABELA
Department Head


BAYRON S. BARREDO
Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Jose Roldan Garcitos

Performance Rating: Outstanding

Aim: To effectively carry his tasks and deliverables in the department.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: March 2024

First Step:

Attend trainings and seminars for professional growth and career motivation.

Result:

Effectively deliver and carry his duties and responsibilities.

Date: August 2024

Target Date: August 2024

Next Step:

To be promoted to a higher admin position.

Outcome: Increase client satisfaction and be more motivated to work even beyond what is required.

Final Step/Recommendation:

1. Promoted and transferred to IHK.

Prepared by:


SHALOM GRACE S. VEGA

Unit Head

Conforme:


JOSE ROLDAN GARCITOS

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JAN-JUNE 2024**

Name of Staff: **JOSE ROLDAN GARCITOS**

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Makes self-available to clients even beyond official time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Keeps accurate records of her work which is easily retrievable when needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Suggests new ways to further improve her work and the services of the office to its clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Willing to be trained and developed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score		60.00				



B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors		✓				
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.		✓				
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.		✓				
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.		✓				
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		✓				
Total Score		25.00				
Average Score		5.00				
Overall recommendation	:	He is very dependable and can be with any work delegated to him.				


SHALOM GRACE S. VEGA
 Printed Name and Signature
 Head of VSUIHS