



Annex P

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARY-ANN D. JOYA (JANUARY – JUNE 2023)

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
TOTAL NUMERICAL RATING			4.67


TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:       


TOTAL NUMERICAL RATING:       

ADJECTIVAL RATING: 4.67


Prepared by:

  
**MARY-ANN D. JOYA**  
Name of Staff


Reviewed by:

  
**EDGARDO E. TULIN**  
Department/Office Head

Recommending Approval:

  
**EDGARDO E. TULIN**  
Immediate Supervisor

Approved:

  
**EDGARDO E. TULIN**  
President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY-ANN D. JOYA of the Visayas State University, Manila Office, 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 2023.

MARY-ANN D. JOYA

Ratee

EDGARDO E. TULIN


Head of Office

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task Assigned	Target January to December 2023	Actual Accomplishment January to June 2023	Rating				Remarks
						Q1	E2	T3	A4	
<b>MFO 6. General Admin and Support Services</b>	<b>VMO MFO 1:</b>	Zero complaints from clients	Clients served effectively and efficiently	<b>90% zero complaint</b>	<b>100%zero complaint</b>	5	5	5	5	
		Number of documents and items transmitted to and from the main/external campuses facilitated	Administrative services	<b>20</b>	<b>25</b>	5	5	5	5	
		Number of quarterly liquidation report of fund transfers & cash advances	Financial recording services	<b>3</b>	<b>3</b>	5	5	5	5	
		Number of monthly report of Sales, Collection and Remittances	Income generating services	<b>12</b>	<b>6</b>	5	5	5	5	
		Number of payments prepared for the utility and other maintenance expenses of the Lodging House and other messegerial services provided to VSU Offices/officials not later than 2 days from receipt	Messegerial services	<b>24</b>	<b>18</b>	5	5	4	4.67	
	<b>VMO FMO 2:</b>	No. of linkages with other government/private agencies established and maintained	Liaisoning services	<b>6</b>	<b>3</b>	5	5	4	4.67	
	<b>VMO MFO 3:</b>	Percentage of guests accommodated and served	Frontline services	<b>95%</b>	<b>100%</b>	5	4	5	4.67	
		Number of issued Official receipt after payment made by the guest within 5 minutes after presenting the filled up registration form and ID	Cashiering services	<b>300</b>	<b>339</b>	5	5	5	4.67	

	<b>VMO FMO 4:</b>	Percentage of requests for canvassing and purchasing from main/external campuses facilitated	Canvassing and purchasing services	<b>60%</b>	<b>60%</b>	4	4	5	4.33	
		Number of check payments/LDDAP served thru phone to concerned suppliers and other checks delivered to concerned payees		<b>0</b>	<b>0</b>	4	4	4	4	
	<b>VMO MFO 5:</b>	Number of new HR systems/innovations introduced and implemented	1)VMO Records Management System was established and 2)Internal communication system established	<b>0</b>	<b>0</b>	4	4	4	4	
		Number of best practices introduced and implemented	1)Online reservation was established 2)Online Grab/Taxi booking established	<b>0</b>	<b>0</b>	5	5	5	5	
		<b>Total Over-all Rating</b>							<b>4.67</b>	


Average Rating (Total Over-all rating)		
Additional Points:		
Punctuality		
Approved Additional points (with copy Of approval)		
Final Rating		
ADJECTIVAL RATING		

Evaluated and rated by:

  
**EDGARDO E. TULIN**  
 Head, VMO

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

Recommending approval:

  
**EDGARDO E. TULIN**  
 University President

1-Quality

2-Efficiency

3-Timeliness

4-Average

Comments and Recommendation
For Development Purpose
To attend capacity dev't trainings related to functions for efficient delivery of service.

Approved by:

  
**EDGARDO E. TULIN**  
 University President

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



# PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: MARY ANN D. JOYA


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	Liquidation/replenishment of Fund Transfer	Cash Advances liquidated/replenished	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	Liquidation/Replenishment submitted a week after preparation
2	Preparation of voucher for payment of utility expenses and maintenance of the office and other supporting documents	Preparation of voucher for various claims	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	Voucher prepared and submitted with complete attachments of supporting documents
3	Delivery of various documents submitted to CHED/NTC/UNIFAST & other offices	Delivered and submitted to the said offices	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	Successfully delivered and submitted
4	Plants ornamental plants and repotting of live and grown ones	Plants to be watered and kept alive and grown	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	All grown and alive plants used as interior decors.
5	Preparation of all supporting documents of travel and purchases of lodging and office supplies and materials	Different supporting documents prepared	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	Gathered and prepared office and other financial documents facilitated and completed in the procurement of the said supplies and materials.

6	Records incoming and outgoing documents/communication	Documents received, recorded and released	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	Recorded all documents
7	Accommodating and serving lodging needs of guests and visitors	Warm accommodation extended to guests and visitors	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very Impressive	Outstanding	All guests and visitors warmly, respectfully and courteously accommodated and served
8	Keeping of all linens, towels, curtains and kitchen utensils ready for use	All linens, towels, curtains, etc. and kitchen utensils keep in order and ready for use	Various dated January to June 2023	Within January to June 2023	Within January to June 2023	Very impressive	Outstanding	All items kept cleaned and orderly
9	Preparation of Sales Income report of VMO Lodging	Financial Report prepared and submitted	One week every after end of the month	One week after end of every month	One week after end of every month	Very Impressive	Outstanding	A week after every end of the month

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

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

Prepared by:

  
**EDGARDO E. TULIN**  
 Head of Office





## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2023

Name of Staff: MARY-ANN D. JOYA

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1





8. Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	<b>56</b>				
<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	56/12				
Average Score	4.67				

Overall recommendation :

  
**EDGARDO E. TULIN**  
 Head, VMO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY-ANN D. JOYA  
Performance Rating: January to June 2023

Aim: To enhance and develop the ability to work beyond pressure.

Proposed Interventions to Improve Performance:

Date: October 2022

Target Date: April 2023

First Step: Take clerical examination

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Result:

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Date: November 2022

Target Date: January – June 2023

Next Step: To develop skills and improve the knowledge of learning unrelated works.

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Outcome: Was able to perform unrelated paper works.


Final Step/Recommendation:

To take CSC examination for career advancement and attend various seminars that will help boost performance ability.

Prepared by:

  
EDGARDO E. TULIN  
Unit Head

Conforme:

  
MARY-ANN D. JOYA  
Name of Ratee Faculty/Staff