

OFFICE OF THE HEAD OF RECRUIDENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARRAH MAE C. GODOY

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.89	70%	3.42
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4-75	30%	1.42
		TOTAL NUM	MERICAL RATING	4.84

TOTAL NUMERICAL RATING:	4-84
Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
FINAL NUMERICAL RATING	4-84

ADJECTIVAL RATING: Outstand

Prepared by: Reviewed by:

ARRAH MAE C. GODOY

Name of Staff

Department/Office Head

Recommending Approval:

ARGINA M. POMIDA
IGP Director

Approved:

DILBERTO O. FERRAREN

VP for PRGAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARRAH MAE C. GODOY 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 <u>July</u> to <u>December 2023</u>

ARRAH MAE C. GODOY

Approved:

JOSEFINA M. LARROSA

Head of Unit
DCC. 18 23

Dec. 18/23

				Actual		Rat	ing		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2023	Accomplishment July – December 2023	Q ¹	E ²	T ³	A ⁴ 14 JO wo in suppo operatio	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	Zero valid complaint	Zero valid complaint	5	5	5	5	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	Attend to food reservation and serving	1500 catering services canteen and operations	700 catering and canteen operations	5	4	5	4.67	
Administrative Services	% of financial documents prepared and processed for collection and payments	 Collect and issue OR on daily cash sales at VSU pavilion Takes charge in preparation on billing statement of credit sales Prepares monthly reports of cash/credit sales, collections Prepare cash/check remittances to cash division Prepare replenishments of imprest funds Prepare payments to food suppliers Prepare job requests, trip tickets, etc. Prepare payrolls of JO and emergency laborers 	100% of financial documents prepared and processed	0% of financial 80% of financial 5 documents epared and prepared and		5	5	5	
Total Over-all Rating								14.67	

Average Rating (Total Over-all rating divided by 3)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

Evaluated and Rated by:

JOSEEFINA M. LARROSA Unit Head (m)

Recommending Approval:

ARGINA M. POMIDA

IGP Director

DILBERTO O. FERRAREN

VP for Planning, Resource Generation & External Affairs

Date: Dec. 18 23

Date: DEC 1 9 2023

DEC 1 9 207

Approved:

Date: 19/23

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2023

Name of Staff: ARRAH MAE C. GODOY Position: Food Service Supervisor

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)		5	Scal	е	
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.		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
1.	Accepts objective criticisms and opens to suggestions and innovations for	(5)	4	3	2	1

	improvement of his work accomplishment	0				
12.	Willing to be trained and developed	(5)	4	3	2	1
	Score		5	7		
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scale	е	
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	-
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	
	Total Score					-
	Average Score		4.	75		

Overall recommendation	:			
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JOSEFINA M. URROSA
Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>VSU Pavilion</u>

Head of Office: Josefina M. Larrosa

Number of Personnel: 18 (3 regular, 1 casual & 14 JO)

		MECH	ANISM				
Activity Monitoring	Meeti	ng	Memo	Others (Pls.	Remarks		
	One-on-One	Group	IVICITIO	specify)			
Staff meeting for discuss their role in the organization and their respective work assignments.		As the need arises					
Discuss upcoming events and feedbacks/comments from customers of previous events to improve services and performance.		As the need arises					

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

Conducted by:

Verified by:

JOSEFINA M. LARROSA

Immediate Supervisor

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARRAH MAE C. GODOY Performance Rating:
Aim: Effective and efficient delivery of services.
Proposed Interventions to Improve Performance:
Date: July 2023 Target Date: December 2023
First Step: Staff meeting to remind staff of their role/part in the organization and as a teamworker and discuss work assignments.
teamworker and discuss work assignments.
Result: Improved Performance
Date: July 2023 Target Date: December 2023
Next Step: Staff meeting to discuss feedback and comments from previous customers to
Improve delivery of services and performance.
Outcome: Improve performance
Final Step/Recommendation:
Needs to be sent to seminars/trainings of related topics to improve performance.
Prepared by:
JOSEFINA M. LARROSA Unit Head
Conforme:

ARRAH MAE C. GODOY

Ratee