



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

**Annex P**

Name of Administrative Staff: **LENITA L. CAINTIC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
<b>TOTAL NUMERICAL RATING</b>			4.231

TOTAL NUMERICAL RATING: 4.231

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

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

FINAL NUMERICAL RATING 4.231

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

LENITA L. CAINTIC  
Name of Staff

Reviewed by:

JOSEFINA M. LARROSA  
Department/Office Head

Recommending Approval:

ARGINA M. POMIDA  
IGP Director

Approved:

DILBERTO O. FERRAREN  
VP for PRGAS

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 2023.

*Lenita Caintic*  
**LENITA CAINTIC**

Ratee  
Dec. 18/23

Approved:

*Josefina M. Larrosa*  
**JOSEFINA M. LARROSA**  
Head of Unit  
Dec. 18/23

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2023	Actual Accomplishment January – June 2023	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	4	5	4	4.33	14 JO workers in support to operati
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	200 stocks inventoried	120 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	1500 catering services & canteen operations	640 catering and canteen operations	5	4	4	4.33	
		• Assist in food serving/ control.	1500 catering services & canteen operations	640 catering and canteen operations	5	4	5	4.67	
<b>Total Over-all Rating</b>								17.33	

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

**Comments & Recommendations for Development Purpose:**

Need to attend capacity building seminars/trainings.

Evaluated and Rated by:

*Josefina M. Larrosa*  
**JOSEFINA M. LARROSA**  
Unit Head  
Date: Dec. 18/23

Recommending Approval:

*Argina M. Pomida*  
**ARGINA M. POMIDA**  
IGP Director  
Date: DEC 19 2023

Approved by:

*Dilberto O. Ferraren*  
**DILBERTO O. FERRAREN**  
VP for Planning, Resource Generation & External Affairs  
Date: DEC 19 2023

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Pavilion

Head of Office: Josefina M. Larrosa

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Staff meeting <sup>to JP</sup> for discuss their role in the organization and their respective work assignments.		As the need arises			
<b>Coaching</b>  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:

*Josefina M. Larrosa*  
**JOSEFINA M. LARROSA**  
 Immediate Supervisor

Verified by:

*Argina M. Pomida*  
**ARGINA M. POMIDA**  
 Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2023**

Name of Staff: **LENITA CAINTIC** 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.	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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	44				
<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					
Average Score	4				

Overall recommendation : \_\_\_\_\_

  
 JOSEFA M. LARROSA  
 Printed Name and Signature  
 Head of Office



### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LENITA CAINTIC  
Performance Rating: \_\_\_\_\_

Aim: Effective & efficient delivery of services

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Staff meeting to remind about their role in the organization and work assignments.

Result: Improved performance

Date: January 2023 Target Date: June 2023

Next Step: Staff meeting to discuss feedbacks from customers and ways to improve services based on feedbacks & experiences.

Outcome: Improved performance,

Final Step/Recommendation:

Prepared by:

JOSEFINA M. LARROSA  
Unit Head

Conforme:

LENITA CAINTIC  
Ratee