



**Annex P**

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

Name of Administrative Staff: **MARY-ANN D. JOYA (JULY - DECEMBER 2023)**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.69	70%	3.283
4. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.708</b>


TOTAL NUMERICAL RATING: 4.708

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

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

ADJECTIVAL RATING: 4.708

Prepared by:

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

Reviewed by:

  
**DANIEL LESLIE S. TAN**  
Department/Office Head

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
Immediate Supervisor

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC-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 July to December 2023.

**MARY-ANN D. JOYA**

Ratee

**DANIEL LESLIE S. TAN**

Head of Office

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task assigned	Target January to December 2023	Actual Accomplishment July to December 2023	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<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% 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>8</b>	5	5	4	4.67	
		Number of quarterly liquidation report of fund transfers & cash advances	Financial recording services	<b>3</b>	<b>0</b>	5	5	4	4.67	
		Number of Monthly Report of Sales, Collection and Remittances	Income generating services	<b>12</b>	<b>7</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	5	5	
	<b>VMO MFO 2:</b>	No. of linkages with other government/private agencies established and maintained	Liaisoning services	<b>6</b>	<b>4</b>	5	4	4	4.33	
	<b>VMO MFO 3:</b>	Percentage of guests accommodated and served	Frontline services	<b>95%</b>	<b>100%</b>	4	5	4	4.33	
		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>406</b>	5	5	5	5	

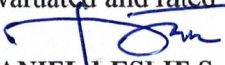


	<b>VMO MFO 4:</b>	Percentage of requests for canvassing and purchasing from main/external campuses facilitated	Canvassing and purchasing services	60%	80%	5	4	5	4.67	
		Number of check payments/LDDAP served thru phone to concerned suppliers and other checks delivered to concerned payees	Messegerial services	0	0	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	0	0	5	4	5	4.67	
		Number of best practices introduced and implemented	1) Online reservation was established 2) Online Grab/Taxi booking established	0	0	5	5	5	5	
		Total Over-all Rating								

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

Comments & Recommendation for Development Purpose

Evaluated and rated by:

  
**DANIEL LESLIE S. TAN**  
 Head, VMO

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

Recommending approval:

  
**DANIEL LESLIE S. TAN**  
 OIC-President

Approved by:

  
**DANIEL LESLIE S. TAN**  
 OIC-President

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

1- Quality

2 - Efficiency 3 - Timeliness

4 - Average

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1. Percentage of Administrative and Management service with zero complaint	1. Supervision of VSU Mo Staff Meetings, planning, coaching conducted		Jul to Dec 2023	X	X	X	X	
	2. Attendance and representation to budget hearing in Congress, meetings sponsored by CHED and other agencies	PRG Yepes	Jul to Dec 2023	X	X	X	X	
	3. Liaisoning services for VSU MO, main campus and other satellite campuses	MAD Joya RJB Vecina	Jul to Dec 2023	X	X	X	X	
MFO 2. Percentage of Administrative and Financial services with zero complaints	1. Liquidation of Quarterly Fund Transfer one week after end of quarter	MAD Joya	Jul to Dec 2023	X	X	X	X	
MFO 3. Percentage of resource Generation and Management Services with zero complaint	1. Issuance of receipt and deposit of collection and submission of Sales Income Report	MAD Joya	Jul to Dec 2023	X	X	X	X	
	2. Acceptance of guest and visitors	MAD Joya RJB Vecina JF Redula	Jul to Dec 2023	X	X	X	X	
	3. Maintenance of the cleanliness and orderliness of VMO Office and lodging facilities	MAD Joya RJB Vecina JF Redula	Jul to Dec 2023	X	X	X	X	

Prepared by:

  
**MARY-ANN D. JOYA**  
 Guesthouse Caretaker



# 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 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 July to December 2023	Within July to December 2023	Within July to December 2023	Very Impressive	Outstanding	All guest 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 July to December 2023	Within July to December 2023	Within July to December 2023	Very Impressive Outstanding	All items kept cleaned and orderly.
9	Issuing official receipts to all the guests who stayed in the lodging	All guests received their official receipts	Various dated July to December 2023	Within July to December 2023	Within July to December 2023	Very Impressive Outstanding	Unused receipts have been kept securely and ready upon next use.
10	Prepare and deposit lodging income regularly	Deposited	Various dated July to December 2023	Within July to December 2023	Within July to December 2023	Very Impressive Outstanding	Deposit slip filed and ready for used for lodging report
11	Preparation of Sales Income report of VMO Lodging	Financial Report prepared and submitted	One week every after end of month	One week after end of every month	One week after end of every month	Very Impressive Outstanding	A week after every end of month.

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

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

Prepared by:

  
**DANIEL LESLIE S. TAN**  
 OIC-Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY ANN D. JOYA

Performance Rating: July to December 2023

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

Proposed Interventions to Improve Performance:

Date: March 2023

Target Date: May 2023

First Step: Take clerical examination.

Discussions of division of work as a team.

Result: Didn't take clerical examination

~~Was able to discuss the divisions of work among co-workers.~~

Date: June 2023

Target Date: July 2023-December 2023

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

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:

  
DANIEL LESLIE S. TAN  
Unit Head

Conforme:

  
MARY ANN D. JOYA  
Name of Ratee/Staff



## Annex Q

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 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 <u>business with the office fulfilling and rewarding</u>	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/her work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	57				
<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	57/12				
Average Score	4.75				

Overall recommendation :

  
**DANIEL LESLIE S. TAN**  
 OIC- Head, VMO