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#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee:

Ms. Analou S. Montejo

**Performance Rating:** 

Aim: To review and enhance in performing the assigned task and responsibilities as Administrative

Aide of the department

Proposed intervention to review and enhance performance:

Date: January 2018

Target: June 2018

**First Step** 

The administrative staff should attend seminars and trainings especially in enhancing skills in tendering services to clients from inside and outside of the department and VSU

#### **Result:**

- Acquired further knowledge and skills in attending the needs of department and VSU clients in administration, instruction and extension
- Enhanced camaraderie with students and colleagues

Date: July 2018

**Target Date: December 2018** 

#### **Next Step:**

- Participate further seminars and trainings of the University
- Being available to extend advising services to students in processing enrolment clearances, changing of subjects and others

#### **Outcomes:**

- -Enhanced learning and skills as front liner and support staff of the department
- -Students were clarified in enrollment processing and other relevant needs

## Final Step/Recommendation:

Sustained administration support to the administrative staff in developing further their education/knowledge and skills by attending relevant trainings fitted to their needs and avail scholarship.

Prepared by:

Conforme:

Administrative Aide VI

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Overáli recommendación

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	Average Score	у.	83			
	Total Score					
5.	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					1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
	office/department aligned to that of the overall plans of the university.					

		Name of Head
		NANCY V. DUMAGUING
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Overall recommendation	:	

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### Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: A.S. Manteja Position: Adm. Aide VI

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						

<b>A.</b> (	Commitment (both for subordinates and supervisors)		S	cale	)	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	<b>(5)</b>	4	3	2	1
2.	Makes self-available to clients even beyond official time	6	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	<b>(5)</b>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	6	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	<b>(5)</b>	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	<b>(3</b> )	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	<b>⑤</b>	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	B	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(3)	4	3	2	1
	Total Score	18	<u> </u>			
	Leadership & Management (For supervisors only to be rated by higher supervisor)		(	Scal	e	
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	5	4	3	2	1

Other Services	Deliver documents and other materials to instructors, advisers of students and other offices inside/outside of VSU	Delivers document to instructors, advisers of students and other offices inside/outside of VSU	250	580	5	5	5	29.66	
Total Over-all Rating								29.66	*

Average Rating(Total Over-all rating divided by 6)	4.94
Additional Points:	-
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	9.94
ADJECTIVAL RATING	VS

Comments & Recommendation for Development Purpose:

Attend training on data management system.

Evaluated & Rated by:  NANCY V DUMAGUING  Department Head	Recommending Approval:  ANTONIO P. ABAMO  Dean, CME	Approved by:  BEATRIZ S. BELONIAS  Vice President
Date:	Date:	Date:

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

Secretariat	Number of documents prepared/	Submits and	200	525	5	5	5	5.00	
Secretariat Works	Number of documents prepared/ Submitted on time  Communications  Standard government forms  Trip tickets RIS Travel Order DTRs Payrolls Application for leave Appointments/Contracts Purchase Requests ORS/BURS Disbursement Vouchers Personal Data Sheet SALN CHED	Submits and prepares on time communications and standard government forms	200	525	5	5	5	5.00	

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"Exhibit B"

## **IINDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANALOU S. MONTEJO, of the Department of Hospitality Management 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 2018.

	Ratee		/	Head of Unit						
MFO & PAPS	Success Indicators	Tasks	Targets	Actual		Remarks				
		Assigned		Accomplishment	Q1	E2	T3	A4		
ADMINISTRATIVE SUPPORT SERVICES										
Efficient and customer - friendly frontline service	0% complaint from client served	Serves client	95% no complaint	100% no complaint	5	5	5	5.00		
Student Services	Documents/forms requested by Students served on time 1. Internal clearance 2. Registration Permit 3. Students' Waiver 4. Completion of INCs, application for change of subjects/ schedules etc.	Serves Documents on time as requested	95%	100%	5	5	5	5.00		
	Percentage of requested documents issued on time	Issues documents on time as requested	85%	95%	5	5	5	5.00		
Teaching Performance Evaluation (NBC 461 & QCE)	Number of evaluations computed and results submitted to OVPI/PRPEO within the deadline during evaluation period	Conduct teaching performance evaluations and submitted results to OVPI/PRPEO	2	5	5	5	4	4.66		

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISRATIVE STAFF**

Name of Administrative Staff: Analou S. Montejo

Particulars	Numerical	Percentage Weight	Equivalent
(1)	Rating	70%	Numerical Rating
	(2)	(3)	(2x3)
1. Numerical Rating per IPCR	4.94	4.94 x 70%	3.46
2. Supervised/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
	TOTAL N	UMERICAL RATING	4.91

**TOTAL NUMERICAL RATING:** 

4.91

Add: Additional Approved Points, if any

TOTAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

Reviewed by:

**Department Head** 

Name of Staff

Recommending Approval:

Dean

Approved:

BEATRIZA BELONIAS

Vice President for Instruction