



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **BENITO D. JAVIER**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ARRAH MAE C. GODOY

Name of Staff

Reviewed by:

GINAS AUREA A. VILLAGONZALO

Dept./Office Head

Recommending Approval:

CRISLIN CRUZ-CORTEZ

B & RG Director


Approved:

GLENN G. PAJARES

VP for Planning & Development

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BENITO D. JAVIER**, of the VSU Pavilion and Guest House, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2024.


BENITO D. JAVIER
Ratee

Approved: 
GINAS AUREA A. VILLAGONZALO
Head of Unit

MFO & PAPs (MFO 5: Support to Operation)	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2024	Actual Accomplishment July-December 2024	Rating				Remarks (15 JO workers in support to operation)
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from clients	Attend to food preparation/cooking.	Zero valid complaint	No valid complaint	5	4	5	4.67	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	<ul style="list-style-type: none"> Take charge in preparation of ingredients Take charge in cooking food Wash kitchen utensils and maintain cleanliness 	1500 catering services & canteen operations	800 catering services and canteen operations	4	5	5	4.67	
Total Over-all Rating								9.34	

Average Rating (Total Over-all rating divided by 2)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

Evaluated and Rated by:



GINAS AUREA A. VILLAGONZALO
Unit Head

Date: _____

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

Recommending Approval:



CRISLIN CRUZ-CORTEZ
B & RG Director

Date: _____

Approved:



GLENN G. PAJARES
VP for Planning & Development

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU GUEST and PAVILION

Head of Office: GINAS AUREA A. VILLAGONZALO

Number of Personnel: 19 (3 regular, 1 casual, 15 JO)


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


GINAS AUREA A. VILLAGONZALO
 Immediate Supervisor

Noted by:


CRISLIN CRUZ-CORTEZ
 Next Higher Supervisor