



Annex P

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

Name of Administrative Staff: MARY-ANN D. JOYA (JULY-DECEMBER 2020)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING:
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:
ADJECTIVAL RATING:


Prepared by:


MARY-ANN D. JOYA
Name of Staff


Reviewed by:


EDGARDO E. TULIN
Department/Office Head

Recommending Approval:


EDGARDO E. TULIN
Immediate Supervisor

Approved:


EDGARDO E. TULIN
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 2020.

MARY-ANN D. JOYA

Ratee

EDGARDO E. TULIN

Head of Office

Univ. MFO & PAP's	VMO MFO	Success Indicators	Task assigned	Target July-December 2020	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO 6. General Admin and Support Services	VMO MFO 1:	Zero complaints from clients	Clients served effectively and efficiently	0% complaint						
		Number of documents and items transmitted to and from the main/external campuses facilitated	Administrative services	22						
		Number of quarterly liquidation report of fund transfers & cash advances	Financial recording services	1						
		Number of Monthly Report of Sales, Collection and Remittances	Income generating services	0						
		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	10						
	VMO MFO 2:	No. of linkages with other government/private agencies established and maintained	Liaisoning services	3						
	VMO MFO 3:	Percentage of guests accommodated and served	Frontline services	0%						
		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	0%						

	VMO MFO 4:	Percentage of requests for canvassing and purchasing from main/external campuses facilitated	Canvassing and purchasing services	60%						
		Number of check payments/LDDAP served thru phone to concerned suppliers and other checks delivered to concerned payees	Messegerial services	0						
	VMO MFO 5:	Number of new HR systems/innovations introduced and implemented	1) VMO Records Management System was established and 2) Internal communication system established	2						
		Number of best practices introduced and implemented	1) Online reservation was established 2) Implemented the cost cutting system by unsubscribing the monthly cable services and switch to TV plus that has no monthly subscription	2						
		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:

EDGARDO E. TULIN

Head, VMO

Date: _____

Recommending approval:

EDGARDO E. TULIN

University President

Approved by:

EDGARDO E. TULIN

University President

Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

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 of Fund Transfer for the First quarter release	Cash Advances liquidated	One week every after end of each quarter	Last week of September 2020	September 2020	Very Impressive	Outstanding	Liquidation of cash advance submitted a week after end of quarter
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 2020	Within July to December 2020	Within July to December 2020	Very Impressive	Outstanding	Voucher prepared and submitted with complete attachments of supporting documents
3	Preparation of all supporting documents of travel and purchases of s/m, f/f and equipment.	Different supporting documents prepared	Various dated July to December 2020	Within July to December 2020	Within July to December 2020	Very Impressive	Outstanding	Gathered and prepared office and other financial documents facilitated and completed in the procurement of s/m, f/f and equipment.
4	Records incoming and outgoing documents/communication	Documents received, recorded and released	Various dated July to December 2020	Within July to December 2020	Within July to December 2020	Very Impressive	Outstanding	Recorded all documents
5	Maintenance of the orderliness and cleanliness of the office rooms and all other rooms within the building	Rooms kept clean and orderly ready for use	Various dated July to December 2020	Within July to December 2020	Within July to December 2020	Very Impressive	Outstanding	All rooms within the building maintained orderly and cleaned thoroughly.
6	Plants ornamental plants and repotting of live and grown ones	Plants to be watered and kept alive and grown.	Various dated July to December 2020	Within July to December 2020	Within July to December 2020	Very Impressive	Outstanding	All grown and alive plants used as interior decors.

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

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

Prepared by:


EDGARDO E. TULIN
 Head of Office



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

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 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 improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	59				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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	59/12				
Average Score	4.92				

Overall recommendation :


EDGARDO E. TULIN
Head, VMO



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Visayas State University- Manila Office


Head of Office: EDGARDO E. TULIN


Name of Staff: MARY-ANN D. JOYA

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<u>Monitoring</u> 1. Receiving, recording/ encoding, submission of documents, reports delivering/paying of checks		X		Release of checks only to authorized personnel upon presentation of proper Identification/or SPA	
<u>Coaching</u> 1. To serve every client with high respect, humbly and with a smile 2. Keeping the dormitory atmosphere a home away from home. 3. Coordinates with the rest of the staff in the maintenance of the building and dormitory rooms.	x X x	x x		By being facilitative and making clients feel safe comfortable and relaxed	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.
 Conducted by: _____ Noted by: _____


EDGARDO E. TULIN
 Head, VSUMO


EDGARDO E. TULIN
 President

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1. Percentage of Administrative and Management service with zero complaint	1. Supervision of VSU Mo Staff Meetings, planning, coaching conducted		July-Dec 2020	X	X	X	X	
	1. Attendance and representation to budget hearing in Congress, meetings sponsored by CHED and other agencies	EE. Tulin	July-Dec 2020	X	X	X	X	
	1. Liaisoning services for VSU MO main campus and other satellite campuses	MAD Joya RJB Vecina	July-Dec 2020	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	July-Dec 2020	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		July-Dec 2020	X	X	X	X	
	2. Acceptance of guest and visitors	MAD Joya RJB Vecina	July-Dec 2020	X	X	X	X	
	3. Maintenance of the cleanliness and orderliness of VMO Office and lodging facilities	MAD Joya RJB Vecina JF Redula	July-Dec 2020	X	X	X	X	

Prepared by:


MARY-ANN D. JOYA
 Guesthouse Caretaker