

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: LOR, LETTY JEAN C.

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	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.7

TOTAL NUMERICAL RATING: 4.7

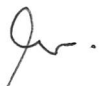
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.7

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**LETTY JEAN C. LOR**  
Name of Staff

Reviewed by:

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Recommending Approval/Approved:

  
**EDGARDO E. TULIN**  
President

Visayas State University  
OFFICE OF THE PRESIDENT (ANTI-SEXUAL HARASSMENT UNIT/GENDER AND DEVELOPMENT PROGRAM)  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, LETTY JEAN C. LOR, Administrative Aide III (Casual), commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period January to June, 2018.

  
**LETTY JEAN C. LOR**  
Adm. Aide III

  
**MARIA AURORA TERESITA W. TABADA**  
Head of Unit

MFO No.	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q1	Q2	Q3	Q4	
UMFO 6. General Administration and Support Services (GASS)									
OP MFO 1. Administrative and Facilitative Services									
	Zero Complaint administrative services from clients	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	80	150	4.5	4.9	5.0	4.8	
		Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	50	70	4.5	4.9	5.0	4.8	
		Zero percent complaint from clients served	90%	100%	5.0	5.0	5.0	5	
OP MFO 6. Gender and Development Services									
	Effective GAD Focal Point System and CMO – Compliant Gender Resource Center	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients	10	24	5.0	5.0	5.0	5	GAD related seminars/orientations for: BSHRTM, CoE, CE, GFPS-TWG, VSU Researchers, NTC-8, PCC Staff, BDC members, FIDA members batch 1, FIDA members batch 2, NMP, EVAGAD members, Womens Month Forum, Erasto Films, ISRDS trainings, ASH Committee Meetings

		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	1000	3000	4.5	4.5	4.5	4.5	ASHO brochure, Pre/post test questionnaires, NGRP Evaluation Forms, General Evaluation Forms, VSU IRR on SH, CMO 1 s. 2015, Compliance to AACCUP/CHED/COA reportorial requirements
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	1	1	4.0	4.0	4.0	4.0	SH Case 2018-01 (Case resolved)
Others									
	AACCUP Accreditation of MS Development Sociology Program	Assigned to compile and complete AREA 1 (VMGO) for the Accreditation of MS Development Sociology Program by AACCUP	1	1	4.5	4.3	4.9	4.6	
									<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Ms. Lee has potential as trainer for CAD. Should be sent to trainings on training management and CAD Plan &amp; Budget.</i>
Total Over-all Rating								32.67	
Average Rating								4.67	
Addittional Points									
Approved Addittional Points									
Final Rating									
Adjectival Rating								Outstanding	

Evaluated and Rated by:

Approved by:

  
**MARIA AURORA T.W. TABADA**  
 Univ. GAD/ASHU Coordinator

  
**EDGARDO E. TULIN**  
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to July 2018

Name of Staff: LETTY JEAN C. LOR      Position: ADMINISTRATIVE AIDE III

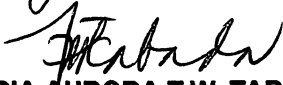
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57 or 4.75				
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	57				
Average Score	4.75				

Overall recommendation : Outstanding

  
MARIA AURORA T.W. TABADA  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LETTY JEAN C. LOR  
Performance Rating: OUTSTANDING

Aim: Gender-responsive institution

Proposed Interventions to Improve Performance: Send to training on training management and gender mainstreaming

Date: January 1, 2018 Target Date: June 30, 2018

First Step:  
Attend training on GAD Planning and Budgeting

Result: Staff with improved capability to prepare VSU GAD Plan & Budget

Date: July 1, 2018 Target Date: December 31, 2018

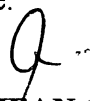
Next Step:  
Attend Training of Trainors on GAD

Outcome: Member of VSU GAD Trainors' Pool

Final Step/Recommendation: In 2019, should attend PCW-accredited training on GAD Planning and Budgeting and GAD Audit in preparation for the establishment of the VSU Gender Resource Center

Prepared by:

  
MARIA AURORA T.W. TABADA  
Unit Head

Conforme:  
  
LETTY JEAN C. LOR  
Name of Ratee Faculty/Staff