

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: Analou S. Montejo

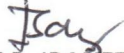
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervised/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75  
Add: Additional Approved Points, if any -  
TOTAL NUMERICAL RATING: 4.75  
ADJECTIVAL RATING: Outstanding

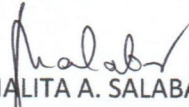
Prepared by:

Reviewed by:

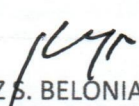
  
ANALOU S. MONTEJO  
Name of Staff

  
VENICE B. IBANEZ  
Department Head

Recommending Approval:

  
ANALITA A. SALABAO  
Dean

Approved:


  
BEATRIZ S. BELONIAS  
Vice President for Instruction

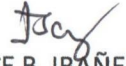
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

ACCOMPLISHMENT

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 January to June 2019.

  
ANALOU S. MONTEJO  
Ratee

Approved:   
VENICE B. IBÁÑEZ  
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
<b>ADMINISTRATIVE SUPPORT SERVICES</b>									
Efficient and customer - friendly frontline service	0% complaint from client served	Served clients	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.	Served Documents on time as requested	95%	100%	5	5	5	5.00	
	Percentage of requested documents issued on time	Issued documents on time as requested	85%	95%	5	5	4	4.66	
Teaching Performance Evaluation (NBC 461 & QCE)	Number of evaluations computed and results submitted to OVPI/PRPEO within the deadline during evaluation period	Conducted teaching /Adm.performance evaluations and submitted results to OVPI/PRPEO	2	5	5	5	4	4.66	

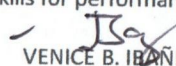
Secretariat Works	Number of documents prepared/ Submitted on time <ul style="list-style-type: none"> <li>• Communications</li> <li>• Standard government forms               <ul style="list-style-type: none"> <li>- Trip tickets</li> <li>- RIS</li> <li>- Travel Order</li> <li>- DTRs</li> <li>- Payrolls</li> <li>- Application for leave</li> <li>- Appointments/Contracts</li> <li>- Purchase Requests</li> <li>- ORS/BURS</li> <li>- Disbursement Vouchers</li> <li>- Personal Data Sheet</li> <li>- SALN</li> <li>- CHED</li> </ul> </li> </ul>	Submitted and prepared on time communications and standard government forms	200	435	5	5	4	4.66	

Other Services	Deliver documents and other materials to instructors, advisers of students and other offices inside/outside of VSU	Delivered/Received documents to instructors, advisers of students and other offices inside/outside of VSU	150	322	5	5	4	4.66	
Total Over-all Rating								28.48	

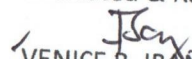
Average Rating(Total Over-all rating divided by 6)		4.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		0

**Comments & Recommendation for Development Purpose:**

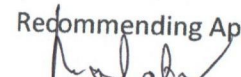
Attend relevant seminars updating knowledge and skills for performance enhancement.

  
VENICE B. IBANEZ  
Department Head


Evaluated & Rated by:

  
VENICE B. IBANEZ  
Department Head  
Date: \_\_\_\_\_

Recommending Approval:

  
ANALITA A. SALABAO  
Dean, CME  
Date: \_\_\_\_\_

Approved by:

  
BEATRIZ S. BELONIAS  
Vice President  
Date: \_\_\_\_\_

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



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: ~~January-June~~ 2019

Name of Staff: Analeu S. Montejo 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

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		√√				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	14				
Average Score	2.8				

Overall recommendation : \_\_\_\_\_

*Itay*  
VENICE B. IBÁÑEZ  
Name of Head



PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: DCHM

Head of Office: Ms. Venice B. Ibañez

Name of Faculty/Staff: Analou S. Montejo Signature:  Date: \_\_\_\_\_

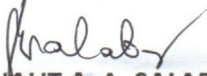
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	x	x			
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks	x	x			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**VENICE B. IBÁÑEZ**  
Immediate Supervisor


Verified by:

  
**ANALIT A. A. SALABAO**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Analou S. Montejo

Signature: 

Performance Rating: Outstanding 

Aim: To enhance in performing the assigned task and responsibilities as Administrative Aide of the Department.

Proposed intervention to enhance performance:

Date: January 2019

Target: June 2019

### First Step

The administrative staff will attend seminars in enhancing knowledge in tendering services to clients from inside and outside of the department and VSU

### Result:

- Acquired further knowledge in attending the needs of department and VSU clients in administration, instruction and extension

Date: July 2019

Target Date: December 2019

### Next Step:

- Being available to extend advising services to students in processing enrolment, clearances, changing/adding of subjects and others

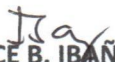
### Outcomes :

- Students were clarified in enrollment processing and other relevant needs

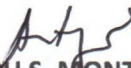
### Final Step/Recommendation:

Sustained administration support to the administrative staff in developing further their knowledge by attending relevant seminars fitted to their needs.

Prepared by:

  
VENICE B. IBÁÑEZ  
Head, DCHM

Conforme:

  
ANALOU S. MONTEJO