

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: LETTY JEAN C. LOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.7

TOTAL NUMERICAL RATING:	<u>4.7</u>
Add: Additional Approved Points, if any:	<u>0.0</u>
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

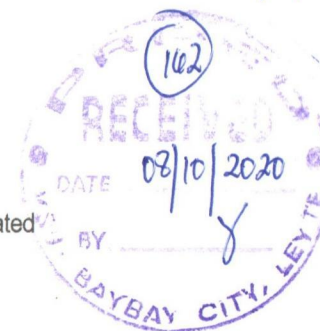
Visayas State University
OFFICE OF THE PRESIDENT (ANTI-SEXUAL HARASSMENT UNIT/GENDER AND DEVELOPMENT PROGRAM)
Visca, Baybay City, Leyte

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 July to December, 2019.

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 STO 1; ISO-Aligned Documents on:	PI 1. Number of Operations Manual prepared	Draft Operations Manual for the office/unit assigned	1	1	4	5	5	4.67	Drafted QP manual but was later merged to 1 QP (QP for GAD Planning and Budgeting)
	PI 2: Number of Quality procedures prepared	Facilitate approval of drafts of quality procedure/s in the office/unit assigned	2	2	4	5	5	4.67	QP for 1) GAD Planning and Budgeting and 2) Handling Sexual Harassment Cases and Other Related Sexual Offenses
OP STO 2; Citizens Charter Compliance	PI 1. Percent compliance to Citizen's Charter; 100%	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	80	80	4	5	5	4.67	
		Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	50	50	4	5	5	4.67	
		Zero percent complaint from clients served	90%	100%	5	5	5	5	

OP GASS 6; OP MFO.6; Gender and Development Services									
	PI 1. Percent compliance to GAD Focal Point System; Effective GAD Focal Point System	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients	13	20	5	5	5	5	
		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	500	4	5	5	4.67	
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	1	5	5	5	5	5	SH Cases 2019-02 to 04 and their witnesses
OP GASS 1; Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline	Prepare drafts/submit PPMP on or before prescribe deadline	2	2	4	5	5	4.67	
Others		Designated as secretary for Administrative Cases	0	2	5	5	5	5.00	Security Office Case and Adm. Case 40
		Requested as speaker for GAD related orientations/ trainings	0	5	5	5	5	5.0	GAD Orientations for VSU Students
Total Over-all Rating								53.02	Comments & Recommendations for Development Purpose: Should complete her MS Development Sociology degree to add depth and perspective to her work considering that the GAD Program is now the Gender Resource Center; has the capacity and skills to be a trainer, hence it is suggested that she should undergo a training management program.
Average Rating								4.82	
Additional Points								0.00	
Approved Additional Points								0.00	
Final Rating								4.82	
Adjectival Rating					OUTSTANDING				

Evaluated and Rated by:


 MARIA AURORA T.W. TABADA
 University GAD Coordinator/ ASHU Head

Approved by:


 EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Faculty/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

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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 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		53				
Average Score		4.42				

Overall recommendation : Very Satisfactory

Tabada
MARIA AURORA T.W. TABADA
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**

Performance Rating: _____

Aim: Become GAD Trainor

Proposed Interventions to Improve Performance: Sent to trainings on training management and GAD Plan & Budget.

Date: January 2019 Target Date: June 2019

First Step:

To check requirements and processes for participation to GAD trainings.

Result: To enhance knowledge and skills on GAD concepts and planning and budgeting

Date: July 2019 Target Date: December 2019

Next Step:

Participation to GAD trainings and/or training of trainors.

Outcome: Trained/oriented VSU faculty, staff, students and clients on basic GAD concepts and on GAD Planning and Budgeting.

Final Step/Recommendation:

Continued participation to GAD trainings especially those concepts on mainstreaming, auditing, etc. and become member of the GAD Resource Pool.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR

Name of Ratee Faculty/Staff