

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARY-ANN D. JOYA** (July-December 2017)

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.75	x 70%	3.32
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	x 30%	1.32
TOTAL NUMERICAL RATING			4.64

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:


VELMA P. BONTUYAN
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

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 2017.


MARY-ANN D. JOYA
Ratee

Approved:

Head of Unit _____

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accompl.	Rating				Remarks
					Q1	E2	T3	A4	
Efficient & customer friendly frontline services	Zero percent complaint client	Client served effectively & efficiently	95%	100%	5	5	5	5	
Administrative and Financial Services	100% Accomplishment of Monthly Income Report	Lodging report prepared & submitted 5 days before due date	5	5	4	4	5	4.33	
Lodging function/s	No. of incoming guests accommodated/served	1.) No. of guests accommodated	250	313	5	5	5	5	
		2.) No. of official receipt issued	250	306	5	5	5	5	
		3.) Rooms cleaned 2 days before occupancy	95%	100%	5	5	5	5	
		4.) No. of laundry services (made listings for # of linens picked-up & delivered)	16	18	5	5	4	4.67	
		5.) Others: Bank transactions (1hr before Messengerial closing time)	25	34	5	5	5	5	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accompl.	Rating				Remarks
					Q1	E2	T3	A4	
		Travel Order	25	34	5	5	4	4.67	
		Client's registration form filed and encoded	250	285	5	4	4	4.33	
Total Over-all Rating					4.75				

Comments & Recommendation for Development Purpose	
There were NO Seminars nor Trainings attended for the past five years of service. Gen prep. creation of a bigger scope of work (3-storey building) questionnaire conatker, & recommend that Mr. Joya be sent to seminars/trainings related to her office work/designation	

Average Rating	4.75
Additional Points: Punctuality	-
Approved Additional points (with copy of approval)	-
Final Rating	4.75
ADJECTIVAL RATING	V.S.

Received by: _____

Calibrated by: _____

Recommending Approval: _____

Approved by: _____


TERESITA L. QUIÑANOLA
PRPEO


REIMBERTO A. PATINDOL
PMT Chairman


DANIEL M. TUPTUD, JR.
VP for PRGEA


EDGARDO E. TULIN
President


VERANDA P. LIMONARA

Date: _____

Date: _____

Date: _____

1. Quality
2. Efficiency
3. Timeline
4. Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score		53				

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 : _____


VELMA P. BONTUYAN
Head of Office