



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LENITA L. CAINTIC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.165	70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL RATING			4.11

TOTAL NUMERICAL RATING: 4.11

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: Very Satisfactory

Prepared by: *Lenita L. Caintic*

LENITA L. CAINTIC

Name of Staff

Reviewed by: *Josefina M. Larrosa*

JOSEFINA M. LARROSA

Office Head

Recommending Approval: *Argina M. Pomida*

ARGINA M. POMIDA

IGP Director

Approved: *Dilberto O. Ferraren*

DILBERTO O. FERRAREN

VP for PRGAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LENITA CAINTIC**, of the VSU Pavilion and Guest House, 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.

Lenita Caintic
LENITA CAINTIC
 Ratee

Approved: *Josefina M. Larrosa*
JOSEFINA M. LARROSA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2020	Actual Accomplishment July – Dec. 2020	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	16 JO workers in support to operation
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	4	4	5	4.33	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	150 stocks inventoried	120 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	1,500 catering services & canteen operations	750 catering services and canteen operations	4	4	4	4	
		• Assist in food serving/ control.	1,500 catering services & canteen operations	750 catering services and canteen operations	4	4	5	4.33	
Total Over-all Rating								16.66	

Average Rating (Total Over-all rating divided by 4)		4.165
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.165
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:
need to attend capacity building seminars

Evaluated and Rated by:

Josefina M. Larrosa
JOSEFINA M. LARROSA
 Unit Head
 Date: _____

Recommending Approval:

Argina M. Pomida
ARGINA M. POMIDA
 IGP Director
 Date: _____

Approved by:

Dilberto O. Ferraren
DILBERTO O. FERRAREN
 VP for Planning, Resource Generation & External Affairs
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – December 2020

Name of Staff: lenita canibe

Position: Administrative Aide I


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		48				
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						
Average Score		4				

Overall recommendation : _____


JOSEFINA M. LARROSA
 Office Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Pavilion

Head of Office: Josefina M. Larrosa

Number of Personnel: 20 (3 regular, 1 casual & 16 JO)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Staff meeting to discuss role in the organization and respective work assignments		as the need arises			
Coaching Discuss feedbacks from customers to improve work performance		as the need arises			

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

Conducted by:

Josefina M. Larrosa
JOSEFINA M. LARROSA
 Immediate Supervisor

Noted by:

Argina M. Pomida
ARGINA M. POMIDA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LENITA CAINTIC
Performance Rating: _____

Aim: Effective + efficient delivery of services

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: Staff meeting to remind staff of their role in the organization and discuss feedback from customers.

Result: Improved performance

Date: July 2020 Target Date: December 2020

Next Step: Staff meeting on how to improve performance

Outcome: Improved performance

Final Step/Recommendation:

Recommended to attend trainings related to job description.

Prepared by:

Josefina M. Larrosa
JOSEFINA M. LARROSA
Unit Head

Conforme:

Lenita Caintic
LENITA CAINTIC
Ratee