



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	4.08	70%	2.86
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL RATING			4.06

TOTAL NUMERICAL RATING: 4.06
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.06

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 January to June 2021.


LENITA CAINTIC
Ratee

Approved:


JOSEFINA M. LARROSA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2021	Actual Accomplishment January – June 2021	Rating				Remarks 16 JO workers in support to operation
					Q ¹	E ²	T ³	A ⁴	
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	4	4	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	200 stocks inventoried	150 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	1,750 catering services & canteen operations	800 catering and canteen operations	4	4	5	4.33	
		• Assist in food serving/ control.	1,750 catering services & canteen operations	800 catering and canteen operations	4	4	4	4	
Total Over-all Rating								16.33	

Average Rating (Total Over-all rating divided by 4)	4.08
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.08
ADJECTIVAL RATING	Very Satisfactory


Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.


Evaluated and Rated by:


JOSEFINA M. LARROSA
Unit Head
Date: _____

Recommending Approval:


ARGINA M. POMIDA
IGP Director
Date: Nov. 29, 2021

Approved by:


DILBERTO O. FERRAREN
VP for Planning, Resource Generation & External Affairs
Date: 06 Dec 2021

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	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		as the need arises			
Coaching		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

Verified by:

Argina M. Pomida
ARGINA M. POMIDA
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2021**

Name of Staff: **LENITA CAINTIC** 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		44				
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
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LENITA CAINTIC
Performance Rating: _____

Aim: Effective and efficient delivery of services.

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 2021

First Step: Staff meeting to remind staff of their role in the office and
USN in general and to discuss comments/feedbacks from customers.

Result: Improved performance

Date: January 2021 Target Date: June 2021

Next Step: Staff meeting to improve work performance

Outcome: Improved performance.

Final Step/Recommendation:

Attend capacity building seminars/trainings.

Prepared by:

Josefina M. Larrosa
JOSEFINA M. LARROSA
Unit Head

Conforme:

Lenita Caintic
LENITA CAINTIC
Ratee