

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January – June 2017

Name of Administrative Staff: LENITA CAINTIC

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.33	70%	3.031
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.45	30%	1.335
TOTAL NUMERICAL RATING			4.36

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Very Satisfactory


Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

  
LENITA CAINTIC  
 Name of Staff

  
JOSEFINA M. LARROSA  
 Office Head

Recommending Approval: \_\_\_\_\_

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved: \_\_\_\_\_

  
EDGARDO E. TULIN  
 President

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 2017.

Lenita Caintic  
LENITA CAINTIC  
Ratee

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

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	5	4	5	4.67	11 Job order staff as support to operation
Food catering services & pavilion canteen operations	100% prepared and cooked food.	<ul style="list-style-type: none"><li>Assist in marketing of food supplies and ingredients</li><li>Assist in preparation of food ingredients</li><li>Wash dishes, kitchen utensils and maintains cleanliness</li><li>Assist in inventory</li></ul>	100% of total catering services & canteen operations	95% of total catering & canteen operations	4	4	4	4	
Total Over-all Rating								8.67	

Average Rating (Total Over-all rating divided by 2)	4.33
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	Very Satisfactory
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Received by: Planning Office  
Date: \_\_\_\_\_

Calibrated by: PMT  
Date: \_\_\_\_\_

Recommending Approval: Executive Officer  
Date: \_\_\_\_\_

President  
Date: \_\_\_\_\_

Approved by: Josefina M. Larrosa  
Date: \_\_\_\_\_

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017  
Name of Staff: Lenita L. 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