



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **RIZAL R. TANAID**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.55	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.5	30%	1.05
<b>TOTAL NUMERICAL RATING</b>			<b>4.23</b>

TOTAL NUMERICAL RATING: 4.23

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

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


FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: Very Satisfactory

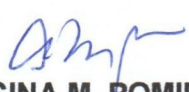
Prepared by:

  
**RIZAL R. TANAID**  
Name of Staff


Reviewed by:

  
**JOSEFINA M. LARROSA**  
Office Head

Recommending Approval:

  
**ARGINA M. POMIDA**  
IGP Director

Approved:

  
**DILBERTO O. FERRAREN**  
VP for PRGAS

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RIZAL TANAID**, 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 2022.

**RIZAL TANAID**

Ratee

Approved:

**JOSEFINA M. LARROSA**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2022	Actual Accomplishment July – Dec. 2022	Rating				Remarks 14 JO workers in support to operation
					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	Zero valid complaint	4	5	5	4.66	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	<ul style="list-style-type: none"> <li>Take charge in marketing of food supplies and ingredients</li> </ul>	1500 catering services & canteen operations	650 catering services and canteen operations	5	4	4	4.33	
Administrative Services	No. financial documents and reports processed	<ul style="list-style-type: none"> <li>Take charge in processing of billings and collections</li> <li>Take charge in processing of financial documents and reports.</li> </ul>	1000 financial documents & reports processed	650 financial documents and reports processed	5	5	4	4.66	
<b>Total Over-all Rating</b>								13.65	

Average Rating (Total Over-all rating divided by 3)		4.55
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very satisfactory

## Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

Evaluated & Rated by:

Recommending Approval:

Approved by:

**JOSEFINA M. LARROSA**

Unit Head

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

**ARGINA M. POMIDA**

IGP Director

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

**DILBERTO O. FERRAREN**

VP for Planning, Resource Generation & External Affairs

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

1-Quality; 2 – Efficiency; 3 – Timeliness; 4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July – December 2022**

Name of Staff: **RIZAL TANAID** Position: **Household Attendant 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		39				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		3.5				

Overall recommendation : \_\_\_\_\_

  
**JOSEFINA M. LARROSA**  
 Office Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: VSU Pavilion

Head of Office: Josefina M. Larrosa

Number of Personnel: 18 (3 regular, 1 casual & 14 JO)

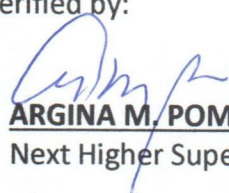
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Staff meeting to discuss role in the organization and work assignments.		As the need arises			
<b>Coaching</b>  Discuss upcoming events and feedback from customers of previous events to improve services & performance.		As the need arises			

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

Conducted by:

  
**JOSEFINA M. LARROSA**  
 Immediate Supervisor

Verified by:

  
**ARGINA M. POMIDA**  
 Next Higher Supervisor

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RIZAL TANAID

Performance Rating: \_\_\_\_\_

Aim: Effective & efficient delivery of services.

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step: Staff meeting to remind about their role in the organization and work assignments.

Result: Improved performance

Date: July 2022 Target Date: December 2022

Next Step: Staff meeting to discuss feedbacks from customers and ways to improve services based on feedbacks + experiences.

Outcome: Improved performance

Final Step/Recommendation:

Prepared by:

Josefina M. Larrosa  
**JOSEFINA M. LARROSA**  
Unit Head

Conforme:

Rizal Tanaid  
**RIZAL TANAID**  
Ratee