

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Name of Administrative Staff: LOLITO D. CAÑA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.67	4.67 x 70%	3.269
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL NUMERICAL RATING			4.619


TOTAL NUMERICAL RATING: 4.619
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.619

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


LOLITO D. CAÑA
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Head, OPO/MMDC/VPP

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOLITO D. CAÑA**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2018**.

LOLITO D. CAÑA

Ratee

Approved:

EDITHA G. CAGASAN

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Printing Services	Copies of manuals and handbooks printed/No. of reams used for printing	Operates the copy printer	1500 cps manuals & handbooks; 52 reams printed forms	3000 manuals & handbooks; 200 rms printed	5	4	5	4.67	
Binding Services	Number of books bound (soft/hard)	Performs binding activities	220 cps softbound; 42 cps hardbound	1500 soft bound 80 cps hardbound	5	4	5	4.67	
Efficient and customer friendly assistance	Zero Percent complaint from clients served	Entertains clients and facilitates filing-up of job orders	75 job orders	110 job orders	4	5	5	4.67	
Total Over-all Rating								14.00	

Average Rating (Total Over-all rating divided by 3)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: *He is always willing to work overtime when needed. Keep up the good work.*

Evaluated and Rated by:



EDITHA G. CAGASAN

Head, OPO/MMDC/VPP

Date: _____

Recommending Approval:

Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date: _____

1 - quality 2 - efficiency 3 - timeliness 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2018

Name of Staff: LOLITO D. CAÑA


Position: Administrative Aide IV

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		54				
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		4.50				

Overall recommendation : He is always willing to work overtime when needed. Keep up the good work.


EDITHA G. CAGASAN
Head, OPO/MMDC/VPP

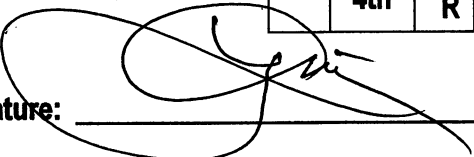
PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)

Head of Office: Editha G. Cagasan

Name of Personnel: Lolito D. Caña

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Printing of documents (accreditation documents, IMs, etc.)	X				
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	X	X			
Entertains clients and facilitates filing-up of job orders	X	X			
Coaching					
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	X				

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

Conducted by:


EDITHA G. CAGASAN
Head, OPO

Noted by:


BEATRIZ S. BELONIAS
VP for Instruction

PERFORMANCE MONITORING FORM
July to December 2018

Name of Employee: **Lolito D. Caña**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Operates the copy printer	1500 copies of manuals & handbooks; 52 reams printed forms	July 2018	July to Dec 2018	Within July to Dec 2018	Impressive	Very satisfactory	3000 manuals & handbooks; 200 rms rpinted
2	Performs binding activities	220 copies softbound; 42 cps hardbound	July 2018	July to Dec 2018	Within July to Dec 2018	Very impressive	Outstanding	1500 soft bound; 80 cps hardbound
3	Entertains clients and facilitates filing-up of job orders	75 job orders	July 2018	July to Dec 2018	Within July to Dec 2018	Impressive	Very satisfactory	110 job orders

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EDITHA G. CAGASAN
 Head, OPO/MMDC/VPP

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LOLITO D. CAÑA**

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to maintain/repair/operate Printing Press equipment; and to provide printing and binding services to clients

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: **June 2018**

Target Date: **July – December 2018**

First steps:

- Review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

Results:

- No complaints from clients

Date: **December 2018**

Target Date: **January to June 2019**

Next Steps:

- Continue providing guidance in the performance of office duties
- Request administration for the repair/upgrading of printing equipment to provide better printing services to the university
- Resubmit request to the Administration for the extension of the MMDC building so that the printing equipment can be transferred to it from the CFES.

Outcome:

- Printing equipment repaired/upgraded and will be used to continue providing printing services to the university.
- Extension of MMDC building can be started in 2019 or 2020.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:



Dr. EDITHA G. CAGASAN

Head, Online Programs Office

Conformee:



LOLITO D. CAÑA

Administrative Aide/VPP Incharge