

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January – June 2018

Name of Administrative Staff: JOSEFINA M. LARROSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.82


TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any: —

TOTAL NUMERICAL RATING: —

ADJECTIVAL RATING: Outstanding

Prepared by:


JOSEFINA M. LARROSA
Name of Staff

Reviewed by:


FRANCISCO G. GABUNADA, JR.
Office Head

Recommending Approval:


FRANCISCO G. GABUNADA JR.
Executive Assistant

Approved:


EDGARDO E. TULIN
President

Josefina M. Larrosa
JOSEFINA M. LARROSA
Rate


CISCO G CA

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Average Rating (Total Over-all rating divided by 9)		4.77
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.77
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for
Development Purpose:

Need exposure to trainings / learning
experiences to improve the preparation
of communication and other official
documents.

Evaluated and Rated by:



FRANCISCO G. GABUNADA, JR.
Unit Head

Date: _____

Recommending Approval:



FRANCISCO G. GABUNADA, JR.
Executive Assistant

Date: _____

Approved by:



EDGARDO E. TULIN
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018Name of Staff: Josefina M. Larrosa Position: Administrative Assistant III


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		59				
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		25				
Average Score		4.94				

Overall recommendation : _____


EDGARDO E. TULIN
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	QUARTER
	2 nd	
	3 rd	
	4th	

Name of Office: Office of the President

Head of Office: Francisco G. Gabunada, Jr.

Name of Faculty/Staff: Josefina M. Larrosa Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Discussion of job-related accomplishments, problems and plans.	<ul style="list-style-type: none">• First working day of the month.• as needed				
Coaching					
Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none">• First working day of the month.• as needed.				

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

Conducted by:


FRANCISCO G. GABUNADA, JR.
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Josefina M. Larrosa

Performance Rating: Outstanding

Aim: Improve preparation of communication and official documents.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: January 2019

First Step: Visit legal office at VSN to interact, observe and learn best practices in preparation of official documents.

Result: Identify, apply and evaluate best practices in the preparation of official documents.

Date: _____ Target Date: April 2019

Next Step: Visit offices of other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents.

Outcome: Identify, apply and evaluate best practices in the preparation of communications and official documents.

Final Step/Recommendation:

Consolidate and apply proven best practices in preparation of communications and official documents.

Prepared by:



FRANCISCO G. GABUNADA, JR.

Unit Head

Conforme:


JOSEFINA M. LARROSA
Ratee