



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Annex P



Name of Administrative Staff:

JOSEFINA M. LARROSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING:

4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.71

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JOSEFINA M. LARROSA  
Name of Staff

Reviewed by:

CHRISTINA A. GABRILLO  
Department/Office Head

Approved:

ALELI A. VILLOCINO  
Vice President for SAS

**DEAN OF STUDENTS OFFICE**

Visayas State University, USSO, Baybay City, Leyte  
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## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **JOSEFINA M. LARROSA**, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period Jan-December 2024.

*Josefina Larrosa*  
**JOSEFINA M. LARROSA**

Ratee *12-13-24*

APPROVED:

*Christina A. Gabrillo*  
**CHRISTINA A. GABRILLO**

Head of Office  
*12-13-24*

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplishment	Rating				Remarks
						Jan-June 2024	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provides advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero compliant from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintains personal workspace to ISO 5s	100%	100%	5	5	5	5.00	
			Percentage of NCs received and acted	Acts on NCs received by the office	100%	100%	5	5	5	5.00	
			Percentage of CARs received and acted	Acts on CARs received by the office	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								



		Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications formatted and issued	400 (1210)	250	4	4	4	4.00	As an alternate function
		No. of office documents prepared	Prepares office documents (Cash advances, vouchers, travel orders, trip tickets)	100	50	4	5	5	4.67	
		No. of CA and TA issued	Issues CA and Travel Authority	75	30	5	5	4	4.67	As an alternate function
		No. of photocopying/reproduction services	Performs photocopy services	3,000 (10,000)	2,000	5	4	4	4.33	
		No. of office documents prepared/acted	Prepares replenishment vouchers of petty cash, travel vouchers/liquidation reports, trip tickets, RIS, travel orders and travel documents of DSO staff and student leaders who are requested to travel.	25	30	4	4	4	4.00	At DSO deployed effective May 2, 2024
			Encoding of student scholarship applicants and filing of student scholarship applications and dorm applications	200	300	5	5	5	5.00	

			<b>Effective and Efficient President's Calendar Management</b>								
			100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00	
		<i>Total Over-all Rating</i>								<b>51.67</b>	

Average Rating (Total Over-all-rating divided by 11)		<b>4.70</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING	<b>0</b>	<b>Outstanding</b>

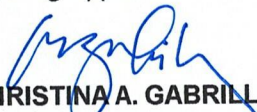
**Comments and Recommendations for Development Purpose:** - Attend related capacity build-up trainings e.g. Supervisory Trainings, Risk Management, Work-life Balance, Health and Wellness

Evaluated and Rated:

  
**CHRISTINA A. GABRILLO**  
Unit Head


Date: 12-13-24

Recommending Approval:

  
**CHRISTINA A. GABRILLO**  
Dean of Students

Date: 12-13-24

Approved by:

  
**ALELI A. VILLOCINO**  
Vice President for Student Affairs and Services

Date: 12-16-24

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dean of Students Office

Head of Office: Dr. Christina A. Gabrillo


Number of Personnel: 7

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Jan. 10, 2024 Jan. 25, 2024 Jan. 26, 2024 Jan. 31, 2024 Feb. 28, 2024 Apr. 17, 2024 May 27, 2024 June 3, 2024 June 10, 2024 June 11, 2024 June 24, 2024	Discussion on respective plans and programs of each office	DSO monthly meeting that discussed the plans and programs for implementation in the second half of the year. This also tackles request from other units or agencies outside the university for service of the DSO personnel. Compliance to ISO, AACCUP and other agencies that require submission	Internal memo/notes issued		Monthly meeting is conducted
<b>Coaching</b>	Discussion on the progress of implementation of programs and services of the SWSO, SDSO, CJPSO, SSGAO, IPSO and other personnel	Group discussion on the output and outcomes of programs implemented			Possible inclusion of action research for implementation



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

Conducted by:

  
**CHRISTINA A. GABRILLO**  
Dean of Students

Noted by:

  
**ALELI A. VILLOCINO**  
Vice-President, Student Affairs and Services

## 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: January 2024 Target Date: June 2024

**First Step:**

- Visit other offices at VSU to interact, observe and learn best practices in preparation of official documents.

**Results:**

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

Date: January, 2024

Target Date: June, 2024

**Next Step:**

- Benchmarking to other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents
- Attend capability build-up trainings e.g. Supervisory trainings.
- Continue attending seminars-workshops on proper handling of office documents through the ISO process

**Outcomes:**

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


**Final Step/Recommendation:**

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

Prepared by:

  
**CHRISTINA A. GABRILLO**  
Unit Head

Conforme:

  
**JOSEFINA M. LARROSA**  
Name of Ratee Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January – June 2024

Name of Staff: Josefina M. Larrosa

Position: Administrative Officer 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		57				

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No. 24-14

03-04-2024



B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.75				

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

  
**CHRISTINA A. GABRILLO**  
 Printed Name and Signature  
 Head of Office

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