



**Annex P**

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

Name of Administrative Staff: Noessa C. David

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>

TOTAL NUMERICAL RATING: 4.85


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

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

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

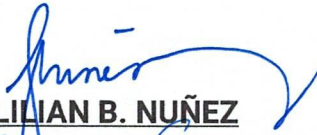
Prepared by:

  
**NOESSA C. DAVID**  
Name of Staff

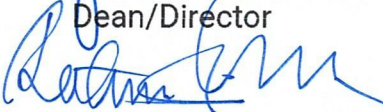
Reviewed by:

  
**RANDY G. OMEGA**  
Department/Office Head

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Noessa C. David of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January -

December 2024

NOESSA C. DAVID

Admin. Aide IV

Date: 11/14/24

RANDY G. OMEGA

Department Head

Date: 7/22/24

LILIAN B. NUÑEZ

Dean, CME

Date:

MFO & PAPS	Success Indicators	General Administration and Support Services (GASS)					Rating	Remarks
		Tasks Assigned	Target	Actual Accomplishment	Q1	E2	T3	A4
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint		5	5	5	5
		Serves as dR/C of the dept; assigns control numbers to all quality records of the department	100 (for the whole yr)	750/100 (750%)	5	5	5	5
Administrative/Clerical Services	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	100	500/100 (500%)	5	5	5	5
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	2/2 (100%)	5	5	5	5
	Number of subjects/sections updated in the department curriculum	Encodes in the dept. curricula the names of faculty assigned to handle the subject	20					
	Number of documents/report prepared and submitted on time	Prepares Report of Actual Teaching Load	1	1/1 (100%)	5	5	5	5
		Prepares Individual Faculty Workload	11	11/11 (100%)	5	5	5	5
		Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1/1 (100%)	5	5	5	5
		Prepares Summary of Individual Rating of faculty IPCRs	9	9/9 (100%)	5	5	5	5
		Prepares PMPs and PRs	2	3/2 (150%)	5	5	5	5
	Number of official communications/recommendations drafted/encoded	Drafts official communications	50	116/50 (232%)	5	5	5	5
	Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	4	2/4 (50%)	5	4	4	4.33
	Number of documents filed and scanned	Files and scans official documents	60	30/60 (50%)	5	4	4	4.33
	Number of meetings attended	ISO related meetings, Department meetings, etc.	10	4/10 (40%)	5	4	4	4.33
Other Services	Number of trainings/seminars attended	Participant	3	6/3 (200%)	5	5	5	5
Total Over-all Rating	67.99							
Average Rating	4.856428571							
ADJECTIVAL RATING	Outstanding							

Evaluated & Rated by:

RANDY G. OMEGA

Department Head

Date: 7/22/24

Recommending Approval:

LILIAN B. NUÑEZ

Dean, CME

Date: 7/22/24

Approved:

ROTACIO S. GRAVOSO

V/P for Academic Affairs

Date: 7/29/24

Afford more trainings related to job position.



## PERFORMANCE MONITORING FORM


Name of Employee: NOESSA C. DAVID

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	Prepares office communications, payrolls, accomplishment reports, job requests, & etc.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, student s related concerns and other requests of the office.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Good work.

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

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

Prepared by:

  
**RANDY G. OMEGA**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Noessa C. David  
Performance Rating : 4.85 (Outstanding) January to June 2024

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to the ISO Quality Management System of the university by following the quality procedure. Keeps and maintains quality records and improve percentage of delivery on requested documents on time.

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

Date: January 2024

Target Date: March 2024

First Step:

Monitor Ms. David's performance regarding the preparation and facilitation of office documents and the improvement on the delivery of faculty, students, staff requested documents.

Result:

Majority of the requested documents were prepared on time.

Date: April 2024

Target Date: June 2024

Next Step:

One-on-one meeting with Ms. David

Outcome:

Her performance specific to document preparation has improved more.

Final Step/Recommendation:

Required Ms. David to develop her skills, performing as department dDRC and facilitate preparation of documents as required by the faculty.

Prepared by:

  
RANDY G. OMEGA

Unit Head

Conforme:

  
NOESSA C. DAVID

Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

Name of Staff: Noessa C. David 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		4.83				
<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						
Overall recommendation: keep up the good work!						

  
**RANDY G. OMEGA**  
 Immediate Supervisor