

OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ARRAH MAE C. GODOY

5-1	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.88	70%	3.41
of his contribution attainment of off	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	[, 5
		TOTAL NU	MERICAL RATING	4.91

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.91
FINAL NUMERICAL RATING	
ADJECTIVAL RATING:	Outstanding
Prepared by:	Reviewed by:
Name of Staff	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, ARRAH MAE C. GODOY 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 <u>July</u> to <u>December 2020.</u>

ARRAH MAE C. GODOY

Ratee

Approved:

JOSEFINA M. LARROSA

Head of Unit

	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2020	Actual Accomplishment July – Dec. 2020		Rating			Remarks	
MFO & PAPs					Q ¹	E ²	T ³	A ⁴	16 JO workers in support to operation	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	Zero valid complaint	No valid complaint	5	5	5	5		
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	Attend to food reservation and serving	1,500 catering services& canteen operations	900 catering services and canteen operations	5	5	5	5		
Administrative Services	% of financial documents prepared and processed for collection and payments	 Collect and issue OR on daily cash sales at VSU pavilion Takes charge in preparation on billing statement of credit sales Prepares monthly reports of cash/credit sales, collections Prepare cash/check remittances to cash division Prepare replenishments of imprest funds Prepare payments to food suppliers Prepare job requests, trip tickets, etc. Prepare payrolls of JO and emergency laborers 	100% of financial documents prepared and processed	97% of financial documents prepared and processed	4	5	5	4.66		
Total Over-all Rating										

Average Rating (Total Over-all rating divided by 3)	4.88
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding

Comments & Recommendations	for
Development Purpose:	

Need to attend espacitly building serminars framings.

Evalu	ated	and	Rated	by:

JOSEFINA M. LARROSA

Unit Head

Recommending Approval:

ARGINA M. POMIDA

IGP Director

Approved:

DILBERTO O. FERRAREN

VP for Planning, Resource Generation & External Affairs

Date:	Date:	Date:	Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

1st	Q
2 nd	Α
3 rd	R
4th	E
	K

Name of Office: VSU Pavilion

Head of Office: Josefina M. Larrosa

Number of Personnel: 20 (3 regular, 1 casual & 16 JO)

A - 17 - 74 - 1		MECHA	NISM		
	Meeting		Memo	Others (Pls.	Remarks
	One-on-One	Group	IVIEIIIO	specify)	
Monitoring Shelf meeting to discuss rule in the organization and respective worsh assignments	r(as the med			
work assignments Coaching	,				
Discuss feed back from customers to improve work performance		as the need arms			

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

Conducted by: xomlanos-

JOSEFINA M. LARROSA

Immediate Supervisor

Noted by:

ARGINA M. POMIDA

Next Higher Supervisor



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period:	JULY -	December	2020

Name of Staff: Arrah Mae Godon Position: Food Service Supervisor

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)	-0	(Scale	е	
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	60				
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	5				



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARRAH MAE GODOY Performance Rating:
Aim: + fecture and efficient delivery of unices
Proposed Interventions to Improve Performance:
Date: July 2020 Target Date: December 2020 First Step: styl metriz to remind staff of their rule in the organization and discuss feedbacks from customers.
Result: Improved Performance
Date: July 2020 Target Date: <u>December 2020</u> Next Step: Staff meeting on how to Improve performance.
Outcome: mproved performance
Final Step/Recommendation: Necommendat to attend trainings related to job description
Prepared by: JOSEFINA M. LARROSA Unit Head
Conforme: ARRAH MAE GODOY

Ratee