



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **LENITA L. CAINTIC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.33	70%	3.031
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL RATING			4.231

TOTAL NUMERICAL RATING: 4.231
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.231

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

MARY DAWN L. MAZO
Name of Staff

Reviewed by:

ARRAH MAE C. GODOY
Dept./Office Head/OIC

Recommending Approval:

CRISLIN CRUZ-CORTEZ
IGP Director

Approved:

MOISES NEIL V. SERIÑO
VP, for Planning Resource Generation & Auxiliary Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LENITA L. CAINTIC**, of the VSU Pavilion and Guest House, 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 to June 2024.


LENITA L. CAINTIC
Ratee

Approved: 
ARRAH MAE C. GODOY
OIC/Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2024	Actual Accomplishment January-June 2024	Rating				Remarks 15 JO workers in support to operation
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client served	<ul style="list-style-type: none"> Attend to food reservation and serving 	Zero valid complaint	No valid complaint	4	5	5	4.67	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	<ul style="list-style-type: none"> Takes charge of inventory of food supplies and ingredients. 	200 stocks inventoried	100 stocks inventoried	4	4	4	4	
		<ul style="list-style-type: none"> Wash dishes, kitchen utensils and maintains cleanliness. 	1500 catering services & canteen operations	700 catering and canteen operations	5	4	4	4.33	
		<ul style="list-style-type: none"> Assist in food serving /control. 	1500 catering services & canteen operations	700 catering and canteen operations	5	4	4	4.33	
Total Over-all Rating								17.33	

Average Rating (Total Over-all rating divided by 4)		4.33
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		Very Satisfactory

Evaluated and Rated by:


ARRAH MAE C. GODOY
OIC/Unit Head

Date: Dec. 13/24

Recommending Approval:


CRISLIN CRUZ CORTEZ
IGP Director

Date: Dec. 13/24

Approved:


MOISES NEIL V. SERINO
VP for Planning, Resource Generation & External Affairs

Date: Dec. 13/24

Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

PERFORMANCE MONITORING & COACHING JOURNAL

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


Name of Office: VSU GUEST and PAVILION

Head of Office: LENITA L. CAINTIC

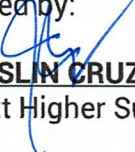
Number of Personnel: 18 (3 regular, 1 casual, 14 JO)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Staff Meeting for discuss thetir role in the organization and their respective work assignments.		As the need arises			
Coaching Discuss upcoming events and feedbacks/comments from customers of previous events to improve services and performance		As the need arises			

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

Conducted by: 

ARRAH MAE C. GODOY
Immediate Supervisor

Noted by: 

CRISLIN CRUZ-CORTEZ
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LENITA CAINTIC
Performance Rating: _____

Aim: Effective and efficient delivery of services.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step: Staff meeting to remind staff of their role/part in the organization and as a teamworker and discuss work assignments.

Result: Improved Performance

Date: January 2024 Target Date: June 2024

Next Step:
Staff meeting to discuss feedback and comments from previous customers to improve delivery of services and performance.

Outcome: Improve performance

Final Step/Recommendation:

Needs to be sent to capability building seminars/trainings to improve performance boost morale.

Prepared by:


ARRAH MAE C. GODOY
OIC/ Unit Head

Conforme:


LENITA CAINTIC
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January- June 2024**

Name of Staff: **LENITA L. CAINTIC** Position: **ADMIN. AIDE 1**

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	5	4	3	2	1

the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	48				
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				
Overall recommendation:					

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ARRAH MAE C. GODOY
Immediate Supervisor