



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. 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

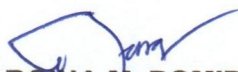
Prepared by:


LENITA L. CAINTIC
Name of Staff


Reviewed by:


JOSEFINA M. LARROSA
Department/Office Head

Recommending Approval:


ARGINA M. POMIDA
IGP Director

Approved:


DILBERTO O. FERRAREN
VP for PRGAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LENITA CAINTIC**, 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 January to June 2023. *July to Dec. 23*

Lenita Caintic
LENITA CAINTIC

Ratee
Dec. 18/23

Approved:

Josefina M. Larrosa
JOSEFINA M. LARROSA

Head of Unit

Dec. 18/23

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2023	Actual Accomplishment January – June 2023	Rating				Remarks 14 JO workers in support to operati
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	4	5	4	4.33	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	200 stocks inventoried	120 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	1500 catering services & canteen operations	640 catering and canteen operations	5	4	4	4.33	
		• Assist in food serving/ control.	1500 catering services & canteen operations	640 catering and canteen operations	5	4	5	4.67	
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

Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

Evaluated and Rated by:

Josefina M. Larrosa
JOSEFINA M. LARROSA
Unit Head
Date: *Dec. 18/23*

Recommending Approval:

Argina M. Pomida
ARGINA M. POMIDA
IGP Director
Date: *DEC 19 2023*

Approved by:

Dilberto G. Ferraren
DILBERTO G. FERRAREN
VP for Planning, Resource Generation & External Affairs
Date: *DEC 19 2023*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July – December 2023**

Name of Staff: **LENITA L. CAINTIC** Position: **Administrative Aide I**

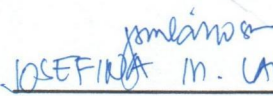
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	44				
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 : _____


 JOSEFINA M. LARROSA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Pavilion


Head of Office: Josefina M. Larrosa

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 to discuss their 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:


JOSEFINA M. LARROSA
Immediate Supervisor

Verified by:


ARGINA M. POMIDA
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: July 2023 Target Date: December 2023

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: July 2023 Target Date: December 2023

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:


JOSEFINA M. LARROSA
Unit Head

Conforme:


LENITA CAINTIC
Ratee