



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

**Annex P**

Name of Administrative Staff: **BENITO JAVIER**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.09	30%	1.227
<b>TOTAL NUMERICAL RATING</b>			4.377

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

**BENITO JAVIER**  
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, **BENITO D. JAVIER**, 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.

**BENITO D. JAVIER**

Ratee

Dec. 18/23

Approved:

**JOSEFINA M. LARROSA**

Head of Unit

Dec. 18/23

MFO & PAPs (MFO 5: Support to Operation)	Success Indicators	Tasks Assigned	Target Jan. – Dec. 2023	Actual Accomplishment January – June 2023	Rating				Remarks (14 JO workers in support to operati
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient & customer friendly frontline service	Zero percent complaint from clients	Attend to food preparation/cooking.	Zero valid complaint	No valid complaint	5	5	5	5	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	<ul style="list-style-type: none"> <li>Take charge in preparation of ingredients</li> <li>Take charge in cooking food</li> <li>Wash kitchen utensils and maintain cleanliness</li> </ul>	1500 catering services & canteen operations	620 catering services and canteen operations	4	4	4	4	
<b>Total Over-all Rating</b>								9	

Average Rating (Total Over-all rating divided by 2)		4.5
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		4.5
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory

## Comments & Recommendations for Development Purpose:

Need to attend capacity building seminars/trainings.

Evaluated and Rated by:

**JOSEFINA M. LARROSA**  
Unit Head

Date:

Dec. 18/23

Recommending Approval:

**ARGINA M. POMIDA**  
IGP Director

Date:

DEC 19 2023

Approved:

**DILBERTO O. FERRAREN**  
VP for Planning, Resource Generation & External Affairs

Date:

DEC 19 2023

Date:

Dec. 19/23

## 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)

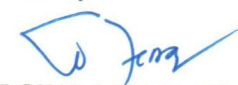
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring  Staff meeting to discuss their role in the organization and their respective work assignments.		As the need arises			
Coaching  Discuss upcoming events and feedbacks/comments from customers 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: **BENITO JAVIER**

Performance Rating: \_\_\_\_\_

Aim: Effective & efficient delivery of services

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Staff meeting to remind about their role in the  
organization & work assignments.

Result: Improved Performance

Date: January 2023 Target Date: June 2023

Next Step: Staff meeting to discuss feedbacks from customers & ways  
to improve services based on feedbacks & experiences.

Outcome: Improved performance

Final Step/Recommendation:

Prepared by:

Josefina M. Larrosa  
**JOSEFINA M. LARROSA**  
Unit Head

Conforme:

Benito Javier  
**BENITO JAVIER**  
Ratee