



**Annex P**

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

Name of Administrative Staff: **MARIA FATIMA E. CHAVEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING: 4.84  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA FATIMA E. CHAVEZ  
Admin Asst. II, ACRO

Reviewed by:

JEFFREY LLOYD L. CAGANDE  
Office Head

Approved:

CLONN M. PAJARES  
MOISES NEIL V. SERINO  
Vice President, PRGAS



**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MARIA FATIMA E. CHAVEZ, of the ALUMNI AND COMMUNITY RELATIONS OFFICE commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December, 2024.

  
**MARIA FATIMA E. CHAVEZ**  
 Admin Assistant II (Media Production Assistant)  
 Date: 1/30/25

Approved:

  
**JEFFREY LLOYD L. CAGANDE**

ACRO Head

Date: 1/30/25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
1	Develop and maintain the Alumni and Community Relations Office (ACRO) website.	Responsive ACRO website	Develop ACRO website and Perform routine maintenance and updates to ensure website security and functionality	1	1	4	4.9	4.9	4.60	Trial Website only
		Updated ACRO website	Regularly update content on the ACRO website (news, events, alumni achievements, etc.)	10	10	4	4.9	4.9	4.60	Trial Website only


[illegible]

Average Rating:	4.85
Additional Points:	N/A
Approved Additional points (with copy of	N/A
FINAL RATING	4.85
ADJECTIVAL RATING:	Outstanding

Comments & Recommendations for Development Purpose:


*Increase engagement to collect stories for newsletter publication*

Evaluated & Rated by:

  
JEFFREY LLOYD L. CAGANDE  
 ACRO Head

Date: *1/30/25*

Approved by:

  
GLENN G. DAPLES  
MOISES NEIL V. SERINO  
 VP, PRGAS

Date:

# PERFORMANCE MONITORING & COACHING JOURNAL



	1st	Q U A R T E R
	2nd	
	3rd	
✓	4th	

Name of Office: Alumni and Community Relations Office


Head of Office: Jeffrey Lloyd L. Cagande

Number of Personnel: 1 (Maria Fatima E. Chavez)


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  1. Remind staff to come on time  2. Follow up assigned tasks	9/12/2024 11/19/2024 12/10/2024 1/20/2025	(6/11/2024) During Regular meetings			- for Michael Ben - letter for Alumni Business owners - for Michael Ben
<b>Coaching</b>  1. Encourage to apply for available higher position					Applied for AO but did not get the position

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

Conducted by:

  
**JEFFREY LLOYD L. CAGANDE**  
 Immediate Supervisor

Noted by:

  
**GLENN G. PAJARES**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA FATIMA E. CAHEZ**

Performance Rating: Outstanding

Aim: To achieve a promotion.

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: December 2024

First Step:

1. Earn additional points for promotion by completing a graduate degree.
2. Maintain an outstanding work performance by consistently meeting or exceeding work expectations.

Result: Qualified for promotion

Date: January 2025

Target Date: June 2025


Next Step: Apply for an Administrative Officer Position next in rank to my current position or any higher available role at VSU relevant to my field of study and expertise.

Outcome: Earn a promotion to a higher administrative position.

Final Step/Recommendation:

Recommended for promotion

Prepared by:

  
**JEFFREY LLOYD L. CAGANDE**  
Director, ACRO

Conforme:

  
**MARIA FATIMA E. CHAVEZ**  
Admin Asst. I, ACRO



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December 2024

Name of Staff: MARIA FATIMA E. CHAVEZ Position: ADMIN ASST. II (MEDIA PRODUCTION ASSITANT)


**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		39				
<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		4.9				
Overall recommendation:						

  
**JEFFREY LLOYD L. CAGANDE**  
 Immediate Supervisor