



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

**Annex P**

Name of Administrative Staff: **FELISA C. RAMADA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.48</b>

TOTAL NUMERICAL RATING: 4.48

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:

  
**FELISA C. RAMADA**  
Name of Staff

Reviewed by:

  
**NEVIN A. PACADA**  
Head, VCO

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, ASO

Approved:

  
**EDGARDO E. TULIN**  
VP for Admin. & Finance





IPCR-2024-1211-240265

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **Felisa C. Ramada**, of the **VSU-Cebu Office** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August 16 - December 31, 2023.

*F Ramada*  
**FELISA C. RAMADA**  
Ratee

Approved:

*NEVIN A. PACADA*  
**NEVIN A. PACADA**  
Head of Office

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
STO 1: ARTA-aligned frontline services	Efficient & customer friendly frontline service	Provides customer friendly customer service	0 compl	0 complaint	5	4	5	4.67	
STO 2: Innovations & New Best Practices	No. of new systems/innovations/proposals introduced and implemented	Assists in introducing and implementing new systems/innovations/proposals	2	2	4	4	5	4.33	
GASS 1: VSU-Cebu Operation and Management	No. of guests reservations received	Assists in receiving reservations	24	45	5	4	5	4.67	
	No. of guests welcomed and registered at reception	Welcomes and registers guests for lodging	220	300	5	4	5	4.67	
	No. of guests provided room accomodation	Prepares/makes up beds for sleeping	310	440	5	4	5	4.67	
	No. of guestrooms, CRs cleaned and maintained	Maintains cleanliness and orderliness of guestrooms and comfort rooms	120	151	5	4	5	4.67	
	No. of ORs issued in lodging accomodation	Issues ORs for lodgers upon check out	10	15	4	4	4	4.00	
	No. of linens, curtains washed	Assists in washing bed sheets, flat sheets, pillow cases, and curtains	430	492	5	5	4	4.67	
	No. of ORs received from laundry service	Delivers packs of linens and towels to laundry	14	20	4	5	5	4.67	
	No. of ORs received from purchasing of laundry/cleaning/lodging supplies	Purchases laundry, cleaning, and lodging supplies	15	21	4	5	4	4.33	
	No. of incoming guests assisted at the lodging house	Assists in carrying luggage, finding taxi, etc.	80	120	5	4	5	4.67	
	No. of maintenance/minor repair services performed	Assists/performs maintenance/minor repairs	3	6	5	4	4	4.33	
	No. of weekly general cleaning services of the VCO premises performed	Performs weekly general cleaning	10	17	4	5	4	4.33	
	No. of daily watering of plants performed	Performs daily watering of ornamental plants	30	44	5	4	4	4.33	
Total Over-all Rating								63.00	



IPCR-2024-1211-240265

Average Rating (Total Over-all rating divided by 14)

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

4.50

Comments &  
Recommendations  
for Developmental  
Purposes:Attended 5S seminar  
for heads and clerks

4.50

VS

Evaluated and Rated by:

Recommending Approval:

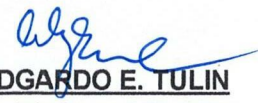
Approved By:

  
NEVIN A. PACADA

Head, VCO

  
RYSAN C. GUINOCOR

Director, ODAS

  
EDGARDO E. TULIN

VP for Admin and Finance

Date: 12/11/24

Date: \_\_\_\_\_

1 - Quality

3 - Timeliness

2 - Efficiency

4 - Average



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU-CEBU OFFICE


Head of Office: NEVIN A. PACADA

Number/Name of Personnel: FELISA C. RAMADA


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Performed an inventory of guestroom keys and determined for duplication; Required the caretaker to always wear prescribed VSU uniform while on duty Required submission caretaker’s monthly accomplishment		July 31, 2023 Office Meeting Aug. 31, 2023 Office Meeting Sep. 29, 2023 Office Meeting			
<b>Coaching</b> Required placement and return of guestroom keys in one container at Caretaker’s Room; Instructed not to check-in/out when on leave; Advised the caretaker to compute lodging fees herself and write on registration form, not the lodger; Relayed about the correct (no double) discount of PWD, staff, senior citizen per info from IASO;  Conducted biometric training with the caretaker		Jul. 31, 2023 Office Meeting  Aug. 31, 2023 Office Meeting  Oct. 27, 2023 Office Meeting Nov. 30, 2023 Office Meeting			

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

Conducted by:

  
**NEVIN A. PACADA**  
 Immediate Supervisor

Noted by:

  
**RYSAN C. GUINOCOR**  
 Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: August 16 – December 2023

Name of Staff: Felisa C. Ramada

Position: Guesthouse Caretaker

**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.**

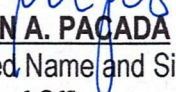
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		53				
<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		0				
Average Score		4.42				

Overall recommendation : \_\_\_\_\_

  
**NEVIN A. PACADA**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELISA C. RAMADA**  
Performance Rating: **July 1 to December 31, 2023**

Signature: 

Aims: 1. To learn about 5S  
2. To learn about the modules for eDATS, document tracking, etc.

Proposed Interventions to Improve Performance:

Date: **August 16, 2023**

Target Date: **December 31, 2023**

First Step:

Attended: 1) Unlocking Excellence: The 5S Revolution for Heads and Clerks on  
November 29, 2023

Result:

Knowledge about the principles of 5S which are crucial for maintaining an organized  
workplace;

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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Outcome:

Final Step/Recommendation:

To attend seminar/training on firefighting

Prepared by:

  
**NEVIN A. PACADA**  
Head of Office