

#### FFICE OF THE PRESIDENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

JOSEFINA M. LARROSA

1	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.96	70%	3.47
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
		TOTAL NU	MERICAL RATING	4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.95

FINAL NUMERICAL RATING

4.95

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JOSEFINA M. LARROSA Name of Staff

ALLEN GLENNIE P. LAMBER

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Asst.

Approved:

EDGARDO E. TULIN

President

No. 23-4

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JOSEFINA M. LARROSA, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan-Dec 2023.

JOSEFINA M. LARROSA

Ratee

APPROVED:

ALLEN GLENNIE P. LAMBERT Head of Office

UMF	OP MFO	P MFO MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplish ment		R	Rating		Remarks
O No.	OP MFO	MFOS/PAPS			(Jan-Dec 2023)	Jan-Jun 2023	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
JMFO	6. General Ac	Iministration Support	Services								
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications formatted and issued	300 (1100)	166 (2168)	5	5	5	5.00	
		A	No. of correspondence and reports prepared and released	Prepare voucher payments and reimbursements	110	60	5	5	5	5.00	
				Prepare and faclitate Trip Tickets of the Office	30 (85)	48	5	5	5	5.00	
			No. of photocopying/reproduction services	Perform photocopy services	2,500 (9,000)	1,250	5	5	5	5.00	
			Gross income generated from Guesthouse/Pavilion Operations	Generate gross income from the operations of the Guethouse/Pavilion	5.5M	3 M	5	5	4	4.67	
			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5.00	
		Total Over-all Rating									39.67/8 = <b>4.96</b>

		Comments
Average Rating (Total Over-all-rating divided by 8)		Purpose:
Addiional Points:		trainings su
Punctuality		
Approved Additional points (with copy of approval)		y l
FINAL RATING	4.96	
ADJECTIVAL RATING	Outstanding	1
Evaluated and Rated:	Recommending Approval:	
ALLEN GLENNIE P. LAMBERT	ALLEN GLENNIE P, LAMBERT	
Unit Head	Unit Head	

ALLEN GLENNIE P. LAMBERT Unit Head Date: Date:

1- Quality 2- Efficiency 3-Timeliness

4-Average

and Recommendations for Development - to attend any capacity development uited to the position

Approved by:

President

Date:



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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2023

Name of Staff: Josefina M. Larroza Position: Administrative Assistant III

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. C	commitment (both for subordinates and supervisors)		5	Scal	е	
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		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		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.		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		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		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					

	3. 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	4	7	12					
	Average Score	4	1.9	2					

Overall recommendation	:	Outstanding
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ALLEN GLENNIE P. LAMBERT
Printed Mame and Signature Head of Office

# PERFORMANCE MONITORING & COACHING JOURNAL

Х	1.04	Q
	1st	U
Х	2 <sup>nd</sup>	Α
		R
	3 <sup>rd</sup>	Т
	4.1	E
	4th	R

Name of Office: Office of the President

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: <u>Josefina M. Larrosa</u> Signature: \_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

		MECH	ANISM			
<b>Activity Monitoring</b>	Meeti	ng	Memo	Others (Pls.	Remarks	
	One-on-One	Group	iviemo	specify)		
Monitoring Discussion of job-related accomplishments, problems and plans	First     working     day of the     month as     needed					
Coaching Discuss ways to improve the execution of assigned tasks.	First     working     day of the     month as     needed					

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

Conducted by:

ALLEN GLENNIE P. LAMBERT

Immediate Supervisor

Verified by:

EDGARDO E. TULIN .

Next Higher Supervisor

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of	Employee:	Josefina l	M. Larrosa

Performance Rating: Outstanding

Aim: Improve preparation of communication and official documents. Proposed Interventions to Improve Performance: Date: Jan 2023 Target Date: June 2023 First Step: Visit Legal office at VSU to interact, observe and learn best practices in preparation of official documents Result: Identify, apply and evaluate best practices in the preparation of official documents Date: July 2023 Target Date: Dec 2023 Next Step: 1. Benchmarking to other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents. 2. Attend relevant trainings that will enhance the capability to perform her functions. Outcome: Identify, apply and evaluate best practices in the preparation of communications and official documents. Final Step/Recommendation: Consolidate and apply proven best practices during the benchmarking and learning from related trainings in the preparation of communications and official documents and mostly in the performance of functions.

Prepared by:

ALLEN GLENNIE P. LAMBERT

Conforme:

JOSEFINA M. LARROSA