

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

July – December 2018

Name of Administrative Staff: LENITA CAINTIC

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.33	70%	3.03
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
<b>TOTAL NUMERICAL RATING</b>			<b>4.33</b>

TOTAL NUMERICAL RATING: 4.33

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

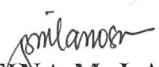
TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:


  
LENITA CAINTIC  
Name of Staff

  
JOSEFINA M. LARROSA  
Office Head

Recommending Approval:

  
ARGINA M. POMIDA  
Director, IGP

Approved:

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

# 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 July to December 2018

*Lenita Caintic*  
**LENITA CAINTIC**  
 Ratee

Approved:

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

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Starting Oct. 2018 (17 JO workers in support to operation)
Efficient & customer friendly frontline service	Zero percent complaint from client served	Attend to food reservation and serving	No valid complaint	No valid complaint	5	4	5	4.67	
Food catering services & pavilion canteen operations	No. of food catering services & daily canteen operations	• Takes charge of inventory of food supplies and ingredients.	100 stocks inventoried	125 stocks inventoried	4	4	4	4	
		• Wash dishes, kitchen utensils and maintains cleanliness	900 catering services & canteen operations	900 catering services & canteen operations	4	5	4	4.33	
		• Assist in food serving/ control.	900 catering services & canteen operations	900 catering services & canteen operations	4	5	4	4.33	
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:

*Recommended to attend trainings relative to job description.*

Evaluated and Rated by:

*Josefina M. Larrosa*  
**JOSEFINA M. LARROSA**  
 Unit Head  
 Date: \_\_\_\_\_

Recommending Approval:

*Argina M. Pomida*  
**ARGINA M. POMIDA**  
 IGP Director  
 Date: \_\_\_\_\_

Approved by:

*Dilberto O. Ferraren*  
**DILBERTO O. FERRAREN**  
 VP for Planning, Resource Generation & External Affairs  
 Date: \_\_\_\_\_

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018Name 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 improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1

Total Score		52				
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		4.33				

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

  
**JOSEFINA M. LARROSA**  
 Name of Head


## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office : VSU Guesthouse/Pavilion

Head of Office: Ms. Josefina M. Larrosa

Name of Staff: Lenita Caintic


Signature: 

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

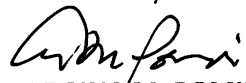
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring  Called staff meeting to inform them of verbal comments/feedback.		/		Teambuilding activity	July 2018
Coaching  Instructed staff to correct entries in inventory form.	/				Aug. 2018

*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

cc: OVPI  
 ODAHRD  
 PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lenita Caintic  
Performance Rating: Very Satisfactory

Aim: Effective delivery of services

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step: Called staff meeting to inform staff/workers of verbal comments/  
feedback from customers.

Result:

Improved Performance

Date: July 2018

Target Date: December 2018

Next Step: Encourage staff to attend Orientation on PRIME-HRM.

Outcome: Improved Performance

Final Step/Recommendation:

Recommended to attend trainings relative to job description.

Prepared by:

  
JOSEFINA M. LARROSA  
Unit Head

Conforme: /

  
LENITA CAINTIC  
Ratee