

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Analou S. Montejo

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
2. Supervised/Head's assessment of his contribution towards attainment of office accomplishments	4.75	4.75 x 30%	1.43
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85
Add: Additional Approved Points, if any -
TOTAL NUMERICAL RATING: 4.85
ADJECTIVAL RATING: Very Satisfactory

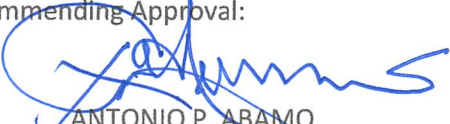
Prepared by:


ANALOU S. MONTEJO
Name of Staff

Reviewed by:


NANCY V. DUMAGUING
Department/Office Head

Recommending Approval:


ANTONIO P. ABAMO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALOU S. MONTEJO, of the Department of Hospitality Management 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 2018.


ANALOU S. MONTEJO
Ratee

Approved: 
NANCY V. DUMAGUING
Head of Unit

MFO & PAPS	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer - friendly frontline service	0% complaint from client served	Served clients	95% no complaint	100% no complaint	5	5	5	5.00	
Student Services	Documents/forms requested by Students served on time 1. Internal clearance 2. Registration Permit 3. Students' Waiver 4. Completion of INCs, application for change of subjects/ schedules etc.	Served Documents on time as requested	95%	100%	5	5	5	5.00	
	Percentage of requested documents issued on time	Issued documents on time as requested	85%	95%	5	5	5	5.00	
Teaching Performance Evaluation (NBC 461 & QCE)	Number of evaluations computed and results submitted to OVPI/PRPEO within the deadline during evaluation period	Conducted teaching performance evaluations and submitted results to OVPI/PRPEO	2	5	5	5	4	4.66	

Secretariat Works	Number of documents prepared/ Submitted on time <ul style="list-style-type: none"> • Communications • Standard government forms <ul style="list-style-type: none"> - Trip tickets - RIS - Travel Order - DTRs - Payrolls - Application for leave - Appointments/Contracts - Purchase Requests - ORS/BURS - Disbursement Vouchers - Personal Data Sheet - SALN - CHED 	Submitted and prepared on time communications and standard government forms	300	650	5	5	5	5.00	

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a summary of the work done during the year.

7. The seventh part is a summary of the work done during the year.

8. The eighth part is a summary of the work done during the year.

9. The ninth part is a summary of the work done during the year.

10. The tenth part is a summary of the work done during the year.

Other Services	Deliver documents and other materials to instructors, advisers of students and other offices inside/outside of VSU	Delivered documents to instructors, advisers of students and other offices inside/outside of VSU	250	420	4	5	5	4.66	
Total Over-all Rating								29.32	

Average Rating(Total Over-all rating divided by 6)		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		VS

Comments & Recommendation for Development Purpose:

Filing system is not properly observed.
Attend training of clerk mgt. system

Evaluated & Rated by:

H. Quinlan
NANCY V. DUMAGUING
Department Head
Date: 8/16/2018

Recommending Approval:

Antonio P. Abamo
ANTONIO P. ABAMO
Dean, CME
Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President
Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: Anelou S. Montejo Position: Adm. Aide VI

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		57				
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	5	4	3	2	1

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office/department aligned to that of the overall plans of the university.					
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	4.75				

Overall recommendation : _____


NANCY V. DUMAGUING
Name of Head

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Analou S. Montejo
Performance Rating:

Signature: 

Aim: To review and enhance in performing the assigned task and responsibilities as Administrative Aide of the department

Proposed intervention to review and enhance performance:

Date: January 2018

Target: June 2018

First Step

The administrative staff should attend seminars and trainings especially in enhancing skills in tendering services to clients from inside and outside of the department and VSU

Result:

- Acquired further knowledge and skills in attending the needs of department and VSU clients in administration, instruction and extension
- Enhanced camaraderie with students and colleagues

Date: July 2018

Target Date: December 2018

Next Step:

- Participate further seminars and trainings of the University
- Being available to extend advising services to students in processing enrolment clearances, changing of subjects and others

Outcomes :

- Enhanced learning and skills as front liner and support staff of the department
- Students were clarified in enrollment processing and other relevant needs


Final Step/Recommendation:

Sustained administration support to the administrative staff in developing further their education/knowledge and skills by attending relevant trainings fitted to their needs and avail scholarship.

Prepared by:


NANCY V. DUMAGUING
Head, DCHM

Conforme:


ANALOU S. MONTEJO
Ratee

1. Name of the person

2. Date of birth

3. Place of birth

4. Present address

5. Date of entry into the country

6. Date of departure from the country

7. Remarks

8. Signature of the person

9. Signature of the official

10. Date of issue

11. Place of issue

12. Date of expiry

13. Remarks

14. Signature of the official

15. Date of issue

16. Remarks

17. Signature of the official

18. Date of issue

19. Signature of the official

20. Date of issue

21. Remarks

22. Signature of the official

23. Date of issue

24. Signature of the official

25. Date of issue